

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 12, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, January 12, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Mike Thein	Shirley Klaassen Dwight Mulder	Les Feia
----------	---	--	----------

Also present:	Kyle Morell Ralph Bradley Tracy Thoma	Judy Gosseling Ann Jaenisch	Wayne Nelson Kevin Thoma
---------------	---	--------------------------------	-----------------------------

Mayor Joe Thissen called the meeting to order at 6:30 p.m.

A motion was made by Mike Thein, seconded by Dwight Mulder, to approve the Agenda with the addition of Kevin and Tracy Thoma under Citizens Petitions.

Motion carried.

A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve the consent agenda.

Motion carried.

Citizen Petitions

1) Kevin and Tracy Thoma

Kevin presented Council with Service Master bills from the sewer back-up that occurred on December 28, 2009. Kyle Morell gave a brief summary to Council about the event, explaining that the back up was caused by a mechanical failure and although all three warning systems were properly functioning they were not triggered because of the mechanical failure. Joe Thissen asked Kevin whether or not he had installed backflow valves. Kevin said that he had. Kevin suggested that the city bring in an outside consultant to review the pump station and make sure that the City is doing everything it can to prevent incidents like this from happening again. Kyle said that the City can and will bring in an outside consultant and will report back to Council next month with the results.

Wayne Nelson – Interim Care Center Administrator

1) The Advisory Board recommends that Sara Rosen be reappointed to a second term, expiring in 2013.

A motion was made by Shirley Klaassen, seconded by Mike Thein, approving the Advisory Boards recommendation.

Motion carried.

2) Prairie 5 Senior Meals Program has begun at Prairie Park Place on a 3 month trial basis.

3) The facilities Certificate of Assumed Name was sent to the state

4) The renovation is still being reviewed. Wayne recommends that a facility master plan be done. He has talked to Engan & Associates about writing the proposal which will be done at no charge. Wayne estimates the cost of the master plan to be between \$4,000 and \$10,000. Council authorized Wayne to get the proposal and bring it back to them.

5) The Auditor for the Care Center recommended that the Care Center Advisory Board By-laws be looked at again. Wayne suggests that the by-laws approved by Council in August be sent back to City Attorney John Sellner for review, Council agreed to look at them again.

6) The Care Center Advisory board recommends Mike Stordahl be hired for the position of Care Center Administrator. Terms were discussed and agreed upon, but an offer has not yet been made. A projected start date is middle to late February.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Advisory Boards recommendation to hire Mike Stordahl as Care Center Administrator.

Motion carried.

Ann Jaenisch – Prairie Park Place

- 1) Presented monthly report to Council.

Ralph Bradley – Police Department

- 1) Presented monthly report to Council.

Kyle Morell – City Administrator

- 1) Monthly Report – Kyle presented his monthly report, included in the report were Council goals, both long-term and short-term. Kyle has added a long term goal of utility improvement funding and a short term goal of water meter software installation. ~~Also, the Trail Committee will be meeting soon to discuss fundraising possibilities.~~
- 2) Annual Appointments – The following designations were made:

Official Depository	Citizens State Bank
Official Paper	Clara City Herald
City Engineer	Rodeberg & Berryman
City Auditor	Conway, Deuth & Schmiesing
City Attorney (City)	Prindle, Maland, Sellner, Stennes, Knutsen & Stermer Cht'd
City Attorney (PD)	Dwayne Knutson

A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to make the above designations official.

Motion carried.

Council appointments were also reviewed. Mike Thein took over the Pool from Joe Thissen and Shirley Klaassen has agreed to help Mike with the Care Center. Council appointments are as follows for the year 2010:

<u>Joe Thissen</u> EDA City Office Planning Commission	<u>Les Feia</u> Public Works Acting-Mayor Police Dept. Safety Committee	<u>Mike Thein</u> EDA Wind Energy Community Education Care Center
<u>Dwight Mulder</u> Prairie Park Place Ambulance Fire Department	<u>Shirley Klaassen</u> Safety Committee Library Refuge, dump & recycle Park Care Center	

A motion was made by Shirley Klaassen, seconded by Dwight Mulder, to approve Council appointments for 2010.

Motion carried.

- 3) Ordinance 323 – Adoption of City Code – State Statute requires all changes to City Code be done by Ordinance. The City recently received its newly codified code from American Legal Publishing. Ordinance 323 adopts the new version of the City Code as the official version.

A motion was made by Shirley Klaassen, seconded by Dwight Mulder, to approve Ordinance 323.

Motion carried.

- 4) Ordinance 324 – Establishing the Planning Commission – State Statute requires Planning Commissions to be established by ordinance. When Clara City established its Planning Commission in 1996 it did so by Council motion. Ordinance 324 Establishes the Planning Commission retroactive to May 1996.

A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve Ordinance 324.

Motion carried.

- 5) Overtime Policy – Kyle presented the proposed Overtime Policy to Council. It has every employee on a 40 hour a week schedule and requires that 40 productive hours be worked before overtime is accrued. Unproductive work includes non-working lunches, sick and vacation time. Holidays are included as productive work hours and count towards the accrual of overtime. Employees that work on a holiday will be paid for the holiday and will also receive a compensatory (comp) day. At the end of year unused comp time will be paid out, providing that all unused vacation has been taken before the end of the year. This policy will apply to all city employees.

A motion was made by Mike Thein, seconded by Les Feia, to approve the Overtime Policy.

Motion carried.

Les Feia asked whether or not time clocks had been ordered for City Hall and Prairie Park Place employees. Kyle said they had not. He had quotes and wanted to Councils approval before he purchased anything. After a brief discussion it was determined that time clocks are not needed.

- 6) Snow Policy - Kyle and Roger have put the City's Snow Policy in writing, it details when plowing will begin, how the city will be plowed and its use of sand and salt. The policy will be reviewed each year to see if updating is needed.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve the Snow Policy.

Motion carried.

- 7) Street Excavation Permit – This permit was talked about at the last Council meeting. It will be required to be signed by all residents who are digging up the City street. The permit clearly states that the city will patch the street and sent the bill to the residents. Kyle said the Planning Commission approved the permit at no charge to the residents. Mike Thein proposed a \$200 fine for not getting the permit within 72 hours of digging.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve the Street Excavation Permit with the addition of the fine proposed by Mike Thein.

Motion carried.

Mayor and Council

- 1) Joe Thissen – Joe asked about the Hjerpe bill for the utility work at the Care Center, specifically how much the additional storm sewer line cost the city. Kyle said that the according to Rodeberg & Berryman, the City Engineers, it cost the City \$12,736.00. The additional line was discovered during the per-construction meeting at the work site while looking at a Prairie Park Place map. Joe asked why the City Engineers did not know about the line. Kyle said it was not on any of the maps reviewed prior to date of the pre-construction meeting. Kyle said he would talk to Rodeberg & Berryman and put a timeline together to see where the mistake occurred. Mike Thein asked who authorized the additional work. Kyle said that he did.
- 2) Mike Thein – City Hall Renovation – Mike brought the idea of renovating or possible relocating City Hall to Council to see if other members felt it was worth looking into. There is grant money available for work of this nature. Kyle said that he would look into it and report back to Council on what kind of funding is available and what the time frame is that we would have to fit into.
- 3) Mike Thein – Natural Gas – In 1999 the City put Natural Gas to a public vote, it failed. Mike would like to try again. Kyle told Council that he has talked to Great Plains Natural Gas about the possibility of running lines into and through town and they are willing to explore the possibility. With Council's blessing Kyle will talk to them to determine the line capacity needed and the feasibility of bringing natural gas to town. Council agreed to look into the idea. Kyle said he would know more next month.

AP Checks were presented to council and reviewed.

A motion was made by Les Feia, seconded by Mike Thein, to approve AP for December 2009 and January 2010, check numbers 11480-11637 in the amount of \$571,772.48


Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Les Feia, at 8:35 p.m.

Motion carried.


Joe Thissen

ATTEST:


Kyle Morell

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 9, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, February 9, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Dwight Mulder	Shirley Klaassen	Les Feia
----------	--	------------------	----------

Absent	Mike Thein
--------	------------

Also present:	Kyle Morell Ralph Bradley Dave Berryman	Judy Gosseling Ann Jaenisch Roger Feldman	Wayne Nelson Nissa Friese
---------------	---	---	------------------------------

Mayor Joe Thissen called the meeting to order at 6:30 p.m.

**A motion was made by Les Feia, seconded by Shirley Klaassen, to approve the Agenda.
Motion carried.**

**A motion was made by Shirley Klaassen, seconded by Dwight Mulder, to approve the consent agenda.
Motion carried.**

Citizens Petitions

1. Nissa Friese was present on behalf of the Cross County Trailblazers Snow Mobile Club to request the following:
 - a) Approval of Street Dance to be held on Saturday, July 10, 2010 from 8am to 1am July 11th on NW 1st Avenue from N Main St to 1st Street NW.
 - b) Approval of 3.2 Beer and Wine Cooler Liquor License for Saturday, July 10, 2010, serving until 1am Sunday July 11, 2010 according to City Ordinance.
 - c) Approval of Gambling Permit for raffle on July 10, 2010, waiving the thirty day waiting period.

Shirley Klaassen asked if the Snow Mobile Club had given any thought to moving the street dance to 1st St NW between 1st and 2nd Ave. Joe Thissen said that as a private club the Snow Mobile Club has the right to hold the Street Dance at any location it chooses.

**A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve the three requests.
Motion carried.**

Wayne Nelson – Interim Care Center Administrator

- 1) Mike Stordahl, the New Care Center Administrator, will start on Wednesday, February 10, 2010. Wayne will work with Mike for 5 days and then be available as needed through the end of February.
- 2) Engan & Associates presented their Master Plan Proposal with an estimated cost not to exceed \$6,000.

**A motion was made by Les Feia, seconded by Shirley Klaassen, to approve the Master Plan Proposal, not to exceed \$6,000.
Motion carried.**

- 3) Gary Bedel installed windows at the Care Center in December of a quote of approximately \$22,000. There was an additional cost between \$800 and \$900. Gary is asking to be reimbursed for this cost. After a brief discussion, the Council authorized Wayne to reimburse Gary up to \$1,000 for any additional cost.
- 4) Wayne has been working with John Sellner on the By-laws. They will be brought back to Council next month.

Ann Jaenisch – Prairie Park Place

- 1) Presented monthly report to Council. All apartments are full.

Roger Knapper – Public Works

Dave Berryman was present to talk about upgrades to the school lift station. Dave presented a couple upgrades that could be made to the lift station to keep it from backing up in the future. New control mechanisms are recommended above anything else. They would be a substantial upgrade from the current controls. The estimated cost is \$10,000. Dave also recommends that the city look into televising the sewer lines to make sure that there is no obstruction in the line and to gauge the amount of inflow and infiltration from ground water. Dave will work with Kyle to fill out grant forms for televising. Kyle said that new controls are probably a good idea. He will ask Roger to get two or more quotes for the March meeting.

Ralph Bradley – Police Department

- 1) Presented monthly report to Council.
- 2) The City has an offer to purchase the Dodge squad car from St. Cloud State University for \$9,000. The vehicle will be sold with the light bar and the cage. Chief Bradley advocates the selling of the Dodge and requests the purchasing of a new Ford Crown Victoria off the state purchasing contract for \$22,489.56 through Parkview Ford in Montevideo. A brief discussion was held.

A motion was made by Les Feia to sell the Dodge Charger, light bar and cage to St. Cloud State for the price of \$9,000 with the money to be put into reserve.

Motion carried.

A motion was made by Les Feia to purchase a new Ford Crown Victoria off the state purchasing contract from the amount of \$22,489.56 from Parkview Ford in Montevideo, with the money coming from the reserve fund.

Motion carried.

Judy Gosseling – Deputy Clerk

1. Judy presented year end ambulance financials to Council. The ambulance showed at profit of \$29,911 in 2009 because of the increase in call volume to 196, up more than 30 runs from 2008.

A motion was made by Shirley Klaassen, seconded by Dwight Mulder, to accept the year end ambulance report.

Kyle Morell – City Administrator

1. Monthly Report

Long-term Goals - Kyle said that he is working with Dave Berryman on USDA and PFA funding for the utility improvements. Kyle is also working with Representative Lyle Koenen on getting state money for the project. Kyle is also looking into Natural Gas. He has talked to Great Plains Natural Gas and will be contacting Dooley's as well. The preliminary estimate is \$8 million. The City is working with Ehlers & Associates to figure out the feasibility of bonding for Natural Gas. There are also grants available for City Hall renovations, but the city needs to decide what it wants to do before Kyle looks at grants. Kyle and Judy feel that utilities and natural gas are more important and should be looked into first, Shirley said that she agrees. City Hall renovations were tabled for time being.

Short-term Goals – The software and hardware for the water meter installation will arrive in late February. In March we will start installing some of the new meters and replacing heads on some of the newer meters in town. Kyle is currently in contact with the State Department of Natural Resources over the city's options related to the walking path. Kyle hopes to hold another meeting of the Trail Committee next week.

2. Annual Appointments – Kyle presented Council with the list of the committee appointments and term expiration. The only committee member who is up for reappointment and chose not remain in Tim Asche from the Planning Commission. Kyle recommended that Troy Sweep be appointed to the Planning Commission in his place. Shirley Klaassen asked about committee applications', saying that she remembers there being talk of an application needed and an interview conducted by Council. Kyle said he cannot remember any mention of an application process being presented since he has been with the City. After a brief discussion it was decided to look at possible committee applications at the next meeting.

A motion was made by Shirley Klaassen, seconded by Les Feia to appoint Troy Sweep to the Planning Commission beginning April 2010.

3. Swimming Pool Manager – Kyle said that Jodie Holland is interested in returning as Pool Manager this summer, but only on a part-time basis. This means that the City will have to hire an Assistant Pool Manager. Kyle is working with Jodie to come up with a job description that can be posted with the job announcement later this spring.
4. Conditional Use Permit and Variance Fees – The City Council set CUP and Variance fees at \$400 in September of 2009. The correct process is to have the Planning Commission review and recommend changes

to CUP and Variance Fees. After review the Planning Commission has determined that the fees should be raised from \$50 to \$150. A public hearing was held on February 3, 2010 on this matter, at which no public comment was heard. The Planning Commission recommends that CUP and Variance fees be increased to \$150.

A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve the Planning Commissions recommendation and raise CUP and Variance fees from \$50 to \$150.

Motion carried.

Other

1. ~~Kyle told Council that he would be presenting them with an overview of the City Code guidelines on Junk and general property maintenance next month. In December the City sent out letters to ten residents and one business about vehicles on their property that the city code defines and "Junk". There are other businesses in town that could be looked at and Kyle wants to make the Council aware of it so that a decision can be made about how to address the issue.~~
2. The residence at 115 N Division has a semi trailer parked on 1st Ave, it is in violation of city code. The owner was given permission to park the trailer there in November by the Mayor and the City Administrator. A recent change in city policy has lead to a more stringent enforcement of parking rules, especially when it is snowing, has led the City Administrator to feel that the trailer should be moved. Chief Bradley agrees. Shirley Klaassen said that she also thinks it should be moved, saying that the City asked another resident in the neighborhood to move his semi trailer and it is not fair to allow one while asking the other to move. Les Feia and Dwight Mulder agreed. Kyle said he would request that the semi trailer be moved.


AP Checks were presented to council and reviewed.

A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve AP for February 2010, check numbers 11638-11709 in the amount of \$235,388.39

Motion carried.

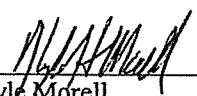
As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder, seconded by Les Feia, at 8:10 p.m.

Motion carried.



 Joe Thissen

ATTEST:



 Kyle Morell

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, MARCH 16, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Acting Mayor Les Feia on Tuesday, March 16, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Shirley Klaassen Dwight Mulder	Les Feia Mike Thein
----------	-----------------------------------	------------------------

Absent	Joseph Thissen
--------	----------------

Also present:	Kyle Morell Mike Stordahl Roger Feldman	Judy Gosseling Todd Osthus Mark Plowman	Wayne Nelson Lisa Osthus Taylor Plowman
---------------	---	---	---

Acting Mayor Les Feia called the meeting to order at 6:30 p.m.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Agenda with the addition of Resolution 10-02 Accepting Donation from Impact Innovations and the addition of HR and Advisory Board to the Care Center. Also, the following were removed from the agenda, Flood Levy under Public Works and Small Cities Grant and Ambulance Rates under Deputy Clerk.

Motion carried.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the consent agenda with the following changes to the meeting minutes from February 9, 2010. The motion made by Les Feia to sell the Dodge Charger was seconded by Dwight Mulder and the motion by Les Feia to purchase a new Ford Crown Vic off the state purchasing contract and pay for it out of the reserve fund was also seconded by Dwight Mulder.

Motion carried.

Citizens Petitions

1. The Snowmobile club asked the Council at the February meeting to hold a dance on July 10, 2010 from 8 pm to 1am on July 11, 2010. The Snowmobile Club would like to move the dance from Saturday to Friday. The 3.2 Beer and Wine Cooler Liquor License will be changed to the new dates as well. The gambling permit will remain the same because the raffle drawings will be done after midnight.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve the change of the dance and the liquor license from Saturday to Friday.

Motion carried.

2. Todd and Lisa Osthus presented a couple of issues to the City Council. First, they asked about the \$12.50 water surcharge on the utility bill. They thought the surcharge was only supposed to be applied for six years. Kyle said that he was not sure, but he thought it was applicable until the bond was paid off, but he would look into the issue and get back to them. Second, they asked about the sidewalk letters that were sent out a couple of years ago. Kyle said that the letters were sent out, but he does not believe that anything was followed up on. Kyle said that he is planning on renewing the program this summer. The Council will review the program and set the parameters going forward. Third, Todd asked why a new public works pick-up was purchased in 2008 when the previous pick-up was purchased a couple years earlier. Kyle said that vehicles are swapped out before the warranty is out to prevent maintenance costs. Todd asked why we are not using the vehicles for longer, driving them longer as Raymond does. Kyle said that the city policy is to replace the vehicles before maintenance gets too expensive. Fourth, the public works crew is on a time clock, Todd wanted to know if they keep a job log. Kyle said that they have not in the past, but there is no reason why they could not in the future. Finally, Lisa pointed out that the bench on the east side of Main Street between the railroad tracks and Center Ave is broken, she asked who broke it and why it was not stored. Kyle said that he is not aware of the situation, but he would look into it and get back to her.

Mike Stordahl – Care Center Administrator

1. The current census is 61
2. Wayne Nelson presented revised Advisory Board By-Laws to the Council that has been worked on by City Attorney John Sellner. There were a couple of minor changes, and some more substantial changes. Les asked whether or not Wayne was asking for a ruling tonight and suggested that the issue be tabled until April to give Council a change to review the changes. The issue will be brought back in April.
3. Wayne's last day at the Care Center is today
4. Mike presented a new job for approval, Therapy Aid. The position would be 30 hours a week with no benefits. Les Feia asked if there was someone working in this capacity already. Mike said there is currently a CNA doing this job now. The responsibilities of the job will not change, only the title. The position is beneficial to the residents and to the Therapy Department. There would be no increase in pay with the title change.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the position of Therapy Aid at 30 hours a week or less and on the CNA pay scale.

Motion carried.

5. The Care Center needs to purchase new washer and dryers in order to move the laundry from the basement to the main floor. Two companies were contacted and provided prices for the new machines. Minnesota Chemical for \$22,530 and Direct Supply for \$23,992. The old machines have no trade in value and will be scrapped. Mike Thein asked if the quotes were matching, Mike Stordahl said they were not. The issue was tabled until April, matching quotes are needed.
6. The Facility Master Plan is being constructed by Engan & Associates. They have met with the employees and are now drafting the plan.
7. A Director of Nursing was hired. Mike Stordahl said he received 9 or 10 applications. He conducted a phone interview with 6 of the applicants and then a face to face interview with 4 of them. A brief discussion followed. Shirley asked if Mike has seen a boost in employee moral since he arrived, Mike said he has.
8. Mike Thein would like Mike Stordahl to explore the possibility of hiring a Human Resources Coordinator. Mike Stordahl questions the need for a full-time individual. Mike Thein said that it might be possible to split the position with other nursing homes or entities that need HR help. He asked that a job description and pay scale be developed for the position.

Ann Jaenisch – Prairie Park Place

1. Presented monthly report to Council.

Ralph Bradley – Police Department

1. Presented monthly report to Council.

Roger Knapper – Public Works

1. School Lift Station – Kyle presented Council with a quote from Quality Flow to upgrade the school lift station. The upgrade is approximately \$18,000 for a new control panel and float mechanism, all parts are in stock and the installation will be completed within 3 weeks. Mike Thein asked is another quote was received. Kyle said that he did not seek another quote because of the Quality Flow's experience with the City, the lift station and the fact that they can complete the upgrade within a couple of weeks. Council authorized the upgrade of the lift station based on the quote from Quality Flow. Mike asked that the City look for another quote.

Kyle Morell – City Administrator

1. Monthly Report

Long-term Goals

- a) City Engineer Dave Berryman has finished detailing the prospective utility project. The cost is \$2.8 million. Kyle and Dave are meeting with Kevin Friesen from the USDA on Wednesday. The city will also be applying to Minnesota Public Financing Authority for additional funding as well.
- b) Kyle is working with Ehlers & Associates to put together revenue projections for natural gas. He hopes to have something by the April meeting.

Short-term Goals

- a) The new water meters and radio read heads will be installed in the coming week. The city is working with Northern Water Works and USTI on the software compatibility.
 - b) Kyle talked with the Minnesota DNR about our trail application. They will allow us to alter the project as long as we resubmit the application. Kyle wanted to check with Council about the likelihood of them approving the trail before he started redoing the application. The issue was tabled until April.
2. EDA Bill from Briggs & Morgan

Briggs & Morgan helped the City set up the TIF district for the assisted living in 2008. The bill has not been paid. At the February 8, 2010 EDA meeting the EDA voted to pay the \$2,500 bill for Larry Gensmore out of the EDA fund.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the payment of the Briggs & Morgan bill out of the EDA account.

Motion carried.

3. Junk & Blighted Properties

Kyle presented Council with a summary of the junk and blighted property restriction in the City Code for their review. The City needs to decide to what extent it wants to enforce these policies on both residents and businesses. The main objective is to be fair and consistent to everyone. The issue was tabled until the April meeting, giving Council an opportunity to review the restrictions.

4. Commission Applications

Kyle presented a Commission Application form that was put together by the previous administrator. Mike suggested that Kyle check with the Secretary of State website for a similar and simpler form. Kyle said he would look into it and write up a policy detailing the application process. A new form and policy will be brought back in April.

5. LGA Update

Kyle informed Council that the Governors budget balancing proposal cuts \$84,147 dollars from the LGA that the city was suppose to receive this year. This cut is only proposed. The final numbers should be out in June at the end of the legislative session. Kyle believes that the final cut will be less.

Other

1. St. Clara's Gambling Permit

St. Clara's is hold a raffle on April 18, 2010 and has applied for a gambling permit and requesting that the Council waive the 30 day waiting period.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the gambling permit and waive the 30 day waiting period.

Motion carried.

2. Knight of Columbus – St. Clara Council

The Knights of Columbus have applied for a Bingo permit. They are hosting two events this year, one in March and the other in November.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Bingo permit.

Motion carried

Judy Gosseling – Deputy Clerk

1. Small Cities Grant Approval

The Clara City/Maynard Small Cities Grant program has an application from Maynard that needs approval.

A motion was made by Mike Thein, seconded by Dwight Mulder, to approve the Small Cities Residential Grant Application.

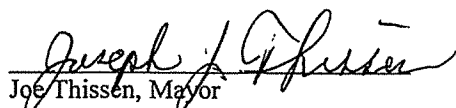
Motion carried.

2. Ambulance Rates


Judy presented the 2010 ambulance rates. No action is needed.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Shirley Klaassen, at 9:58 p.m.

Motion carried.


Joe Thissen, Mayor

ATTEST:


Kyle Morell, City Administrator

CITY OF CLARA CITY
CITY COUNCIL SPECIAL MEETING
TUESDAY, APRIL 13, 2010
6:00 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, April 13, 2010 at 6:00 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Les Feia	Shirley Klaassen Mike Thein	
<hr/>			
Absent	Dwight Mulder		
Also present:	Kyle Morell Carol Schultz	Judy Gosseling Miranda Gilbertson	John White

Mayor Joseph Thissen called the meeting to order at 6:00 p.m.

**A motion was made by Mike Thein, seconded by Les Feia, to approve the agenda.
Motion carried.**


Carol Schultz and Miranda Gilbertson of the Chippewa County Assessors Office were present to hear appeals of the County property valuations in Clara City.

Miranda Gilbertson gave a summary of the housing market in Clara City from October 2008 to September 2009. During that time 20 residential home sales were completed, this number excludes bank sales and short sales. Sales are down across the County, except in Clara City. The sales numbers and valuation for Clara City have been steady over the last couple of years.

The overall residential valuation is down .65%, which translates into a decrease in value of \$270,400. New construction was up \$1.7 million. The Estimated Market Value of all the property in the city for 2010 is \$57,403,300.

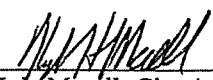
No public comment was heard

**As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Les Feia, at 6:27 p.m.
Motion carried.**



Joseph Thissen, Mayor

ATTEST:



Kyle Morell, City Administrator

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, APRIL 13, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, April 13, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Les Feia	Shirley Klaassen Mike Thein
----------	----------------------------	--------------------------------

Absent	Dwight Mulder
--------	---------------

Also present:	Kyle Morell Ann Jaenisch Dennis Ammermann	Judy Gosseling Mike Stordahl Ross Saue	John White Roger Feldman Roger Kortgard
---------------	---	--	---

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda.
Motion carried.**

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the consent agenda, with the following changes, Taylor Plowman is to be changed to Tyler Plowman. Nathaniel Johnson is to be added to the individuals present at the meeting. The meeting was called to order by "Acting Mayor Les Feia" not "Mayor Joseph Thissen".

Mike Stordahl – Care Center Administrator

- 1) Current Census is 64
- 2) By-Laws – Mike presented the Advisory Board By-Laws to Council for their review. Shirley Klaassen asked Mike S. about his view of the Advisory Board. Mike said that he likes having a board that is only focused on the Care Center, while Council has the City to consider. Mike S. does acknowledge that the Advisory Board does complicate some timelines. All Councilmembers have at one point in time attended an Advisory Board meeting and they do not feel that it is a productive use of time. Mike Thein believes that it lengthens the decision making process. Kyle Morell said that, according to State Statute, the Advisory Board can only be dissolved by resolution and that he has drafted Resolution 10-03 which if passed dissolves the Advisory Board.

A motion was made by Shirley Klaassen, seconded by Les Feia, to adopt Resolution 10-03 dissolving the Clara City Care Center Advisory Board effective immediately.

Motion carried.

The question was raised about the By-Laws and whether they are by-laws for the Advisory Board or the Care Center. Mike S. was asked clarify that with John Sellner.

- 3) Therapy Aid – Mike S. presented a job description for the Therapy Aid position discussed at the last meeting.

A motion was made by Mike Thein, seconded by Les Feia, to approve the job description for Therapy Aid.

Motion carried.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Therapy Aid position.

Motion carried.

- 4) Laundry – Mike S. presented four quotes for new laundry equipment. The bids range from \$22,500 to \$24,300. Les Feia asked if service was included in any of the bids. Mike S. said that all the equipment comes with a one year service agreement, after that service is paid on an as needed basis. Minnesota Chemical is the company that the old washers and dryers were purchased from, but Mike S. has no preference as to which company he purchases from. The Care Center is not looking to purchase right now, but Mike S. would like authorization to purchase laundry equipment when ready.

A motion was made by Mike Thein, seconded by Les Feia, to authorized Mike Stordahl to purchase new laundry equipment up to \$25,000.

Motion carried.

- 5) Human Resources – Mike S. does not believe that a Human Resources position is needed at the Care Center at the current time. There is not room for an office and no room in the budget for such a position. Mike Thein asked him to keep an eye on the topic and reevaluate in six months. The issue was tabled until October.

- 6) Master Plan – Engan & Associates will present their three phased renovation master plan to the Care Center on April 26, 2010. Mike S. will bring the findings to Council next week. The facility renovation will follow the recommendations of Engan & Associates.
- 7) Pharmacy – The Care Center is ready to switch pharmacy providers. Mike S. has a company in mind that he wants to use. He understands that the city is looking into bringing a pharmacy back town and he will make sure that any contract he signs has a 30 day out clause. Mike Thein asked to see the contract before it is signed.
- 8) Survey – The State conducted its survey of the Care Center in March, they found one deficiency. The state average is ten.
- 9) The kitchen is up and running
- 10) The Clara City Care Center Foundation will be hosting a lunch again this summer.
- 11) Mike S. will work with Ann Jaenisch from Prairie Park Place about contracting home care services through the Care Center.

Citizen Petitions

- 1) Ross Saue and Roger Kortgard were present to talk about the water and sewer connection fees charged by the City. Currently the fees are \$1,500 for each, \$3,000 for both. Ross explained that the next highest surrounding city is Maynard which charges \$2,000 for both, while Montevideo, Willmar, Granite Falls, Raymond and Sacred Heart are all significantly lower. After a brief discussion it was determined to lower Clara City's water and sewer connection rates to \$750 each, \$1,500 total. Public Hearings would be scheduled for May 11, 2010 at 6:30pm for the water and sewer connection rate changes.
Ross also asked about Tax abatement for new residential construction. Kyle said that he would have to look into it and get back to him.

Ann Jaenisch - Prairie Park Place

- 1) Monthly report was presented
- 2) All apartments are full

Ralph Bradley - Police Department

- 1) Monthly report was presented
- 2) The new Crown Vic has arrived, the cage, lights and radios have been installed. It will be marked this week and operational next week.

Roger Knapper – Public Works Director

- 1) Monthly report was presented
- 2) Kyle presented a lease agreement with MnDot for the State building on Hwy 23. Kyle explained that the city rents the space from the State and that the 5 year lease is due to be renewed. The city pays the utilities and carries more insurance than the State requires.

A motion was made by Mike Thein, seconded by Les Feia, to approve and authorized the Mayor Joe Thissen and City Administrator Kyle Morell to sign the State Building lease agreement with the Minnesota Department of Transportation.

Motion carried.

- 3) Les Feia asked if the City notifies residents on the local channel 8 station or in the paper, before it flushes hydrants. Kyle said that we have not in the past, but he would talk to Roger and makes sure that the city gives residents enough notice. The City would advertise in the paper, on channel 8 and post notices around town before flushing this spring.
- 4) Shirley Klaassen asked if something could be done about the liners under the rubber around the playground equipment in the park. Judy Gosseling said that Roger Knapper had talked about getting the Park Committee together again to address this issue. Kyle said that if that does not work he would talk to the Boy Scouts or the school to see if they need service project hours. Shirley would like to see it fixed before Prairiefest.

Judy Gosseling – Deputy Clerk

- 1) Small Cities Grant Approval - A residential Small Cities Grant Application in Clara City was presented.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Small Cities Grant Application.

Motion carried.

- 2) The City is looking to outsource our ambulance billing. Currently \$6,500 is transferred out of the General Fund to the Ambulance to cover the time spent by Judy for ambulance billing. The company that the city wants to go with, Expert T Billing, would cost \$25 per run, or around \$5,000 per year at our current run average. The company will handle all billing and make all the contacts with the patients and their families. They will send uncollected bills to

our collection agency of choice. Kyle said that they can bring the contract back for review and approval next month, Council agreed.

Kyle Morell – City Administrator

1) Monthly Report

Long-Term Goals

- a) Utility Improvements – Kyle and Dave Berryman met with Kevin Friesen from USDA last month. The project will be filed with the USDA and PFA by the end of April. Storm Sewer was added to the project, bringing the total to just over \$3 million.
- b) Natural Gas – Kyle talked with Kevin Favero of R. W. Beck out of Saint Paul about a feasibility study for natural gas. ~~The estimated cost of the study is \$35,000. Mike Thein said that currently the City has other~~ issues that need more attention than natural gas and believes that the current plan should be tabled until a later date. Council agreed and the natural gas issue was tabled.

Short-Term Goals

- a) Water Meter Software – 70 of the 75 remote read heads are installed, the 24 new meters will be installed after the heads are changed out. Software training is set to begin the week of April 19th.
 - b) Council would like to give the Trail Committee the opportunity to raise the funds necessary to construct the trail. Kyle said that he would talk to the DNR to see if the city could file for an extension of the June 30, 2010 deadline. He would get the Trail Committee together and talk to them about fundraising.
- 2) Ordinance 325 – On April 7, 2010 the Planning Commission held a public hearing for the adoption of the Zoning Code. No public comment was heard.

A motion was made by Mike Thein, seconded by Les Feia, to approve Ordinance 325, adopting the Zoning Code.

Motion carried.

- 3) Commission Application Policy – Kyle presented the policy and the application to Council for review.

A motion was made by Les Feia, seconded by Mike Thein, to approve the Commission Application Policy and application with the removal of the Care Center Advisory Board from the application.

Motion carried.

- 4) Retaliation Policy – Kyle presented the new Retaliation Policy to Council for review. Mike Thein asked that the policy define retaliation and spell out the consequences for violation of the policy. Kyle said that he will make the changes and bring the policy back in May.
- 5) Junk & Blighted Property – Kyle has asked Council how they wanted to approach residents and businesses in town about their unsightly properties. Council said that the City should look into enforcing some of the City Codes that deal with refuse, junk and maintenance of private property.

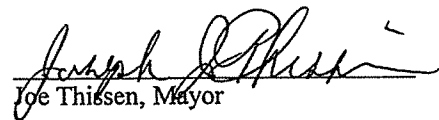
AP Checks were presented to council and reviewed.

A motion was made by Mike Thein, seconded by Les Feia, to approve AP for April 2010, check numbers 11796 - 11883 in the amount of \$175,889.53

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Les Feia, at 8:20 p.m.

Motion carried.


Joe Thiessen, Mayor

ATTEST:


Kyle Morell, City Administrator

CITY OF CLARA CITY
CITY COUNCIL SPECIAL MEETING
TUESDAY, APRIL 27, 2010
6:30 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, April 27, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present: Joseph Thissen Shirley Klaassen
Les Feia Mike Thein Dwight Mulder

Also present: Kyle Morell Judy Gosseling John White
Mike Stordahl Jen Henker

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda.
Motion carried.**

Mike Stordahl – Care Center Administrator

- 1) Current Census is 65
- 2) Software Upgrade – Jen Henker presented 3 quotes for software upgrade from Melyx, MDI Achieve and Point Click Care. Melyx is the system that the Care Center currently uses. The upgrade is needed because the MDS Reporting system to the state is being upgraded in October and the Care Centers current software will not be compatible with the upgraded MDS software. Melyx is offering a \$9,000 upgrade for the payroll system only. MDI Achieve is \$9,000 for the entire facility and Point Click Care is \$22,000. All three have a monthly service cost, but there is no limit to the amount of support they provide. There is currently a 4-6 month waiting period for installation. The Care Center budgeted \$9,000 for this upgrade. Jen would like MDI Achieve. A computer upgrade may be needed with the new software.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve the software upgrade to MDI Achieve.

Motion carried.

- 3) Roof – The roof of the north wing needs to be replaced. It is the original roof from 1966. A temporary patch can be put in place for \$3,000 but it will need to be patched again this winter. Mike Stordahl brought three quotes for replacement. Roof 1 for \$26,811, West Central Roofing for \$38,336.57 and Kandi Roofing Company for \$27,427.00. Mike S. said that the Care Center would pay for the repair out of reserves.

A motion was made by Mike Thein, seconded by Dwight Mulder, to the roof repair and have Roof 1 do the repair..

Motion carried.

Kyle Morell – City Administrator

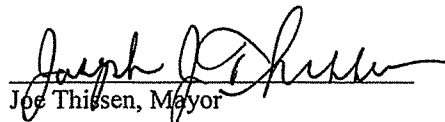
- 1) Ambulance Bill Outsourcing – Kyle presented the contract from Expert T Billing to council for their review. Council requested that Kyle run the contract by John Sellner and present it at the May meeting.
- 2) At the EDA meeting on Monday it EDA approved a \$2,500 payment to RHA Architect to redesign the assisted living plans to the cities specifications.

A motion was made by Mike Thein, seconded by Les Feia, to approve the EDA’s motion to pay Bear Construction \$2,500 for the redesign of the assisted living and to have Conway, Deuth & Schmiesing do the financial analysis for the project.

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Dwight Mulder, at 7:07 p.m.

Motion carried.



Joseph Thissen, Mayor

ATTEST:



Kyle Morell, City Administrator

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, MAY 11, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, April 13, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present: Joseph Thissen Shirley Klaassen Dwight Mulder
Les Feia Mike Thein

Also present: Kyle Morell Judy Gosseling John White
Ralph Bradley Roger Knapper Roger Feldman
Braid Baird Justin Keller

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda with the addition of Hawk Creek Acres under Mayor and Council Report. Motion carried.

A motion was made by Shirley Klaassen, seconded by Mike Thein, to approve the consent agenda.

A motion was made by Dwight Mulder, seconded by Mike Thein, to open the public hearing for the reduction of water and sewer hook-up fees at 6:35 p.m. Motion carried.

The hearing will be left open during the meeting.

Citizen Petitions

- Justin Keller of 330 2nd St SW presented a petition signed by 23 of his neighbors asking the City to install a 4-way stop sign at the corner of 2nd St SW and 4th Ave SW. The residents of 2nd St SW feel that a four way stop at the aforementioned corner would slow traffic down on their street and make it safer for children in the neighborhood. Police Chief Ralph Bradley conducted a traffic survey on 2nd St SW and found no vehicle traveling over 29 mph. Joe Thissen asked if the current 4-way stop at 2nd St SW and 3rd Ave SW should be moved down to 4th Ave, Chief Bradley believes that 4-way needs to stay at that intersection because of the vehicles coming in and out of the Hanson Addition. Mike Thein asked if installing a 4-way at 2nd St SW and 4th Ave SW would solve the problem. Chief Bradley said it would help. If a sign is installed, the Police Department would grant residents a grace period before citing them for failure to stop at the new stop sign.

A motion was made by Les Feia, seconded by Dwight Mulder, to install a 4-way stop at the corner of 2nd St SW and 4th Ave SW. Motion carried.

- Brad Baird's rental property at 119 SW 4th Avenue has sewer damage in the service line from the house to the main. The City's policy is that the homeowner owns and is responsible for the service line from the house to the main. Brad questions that policy saying that the City Code is not clear on who is responsible for what and that it policy should be that the city is responsible for the service line through the easement. Joe Thissen said that the sewer and water are stubbed into the easement in new construction to avoid the street being dug un every time a

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, MAY 11, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, April 13, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Les Feia	Shirley Klaassen Mike Thein	Dwight Mulder
Also present:	Kyle Morell Ralph Bradley Braid Baird	Judy Gosseling Roger Knapper Justin Keller	John White Roger Feldman

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda with the addition of Hawk Creek Acres under Mayor and Council Report.
Motion carried.**

A motion was made by Shirley Klaassen, seconded by Mike Thein, to approve the consent agenda.

**A motion was made by Dwight Mulder, seconded by Mike Thein, to open the public hearing for the reduction of water and sewer hook-up fees at 6:35 p.m.
Motion carried.**

The hearing will be left open during the meeting.

Citizen Petitions

- 1) Justin Keller of 330 2nd St SW presented a petition signed by 23 of his neighbors asking the City to install a 4-way stop sign at the corner of 2nd St SW and 4th Ave SW. The residents of 2nd St SW feel that a four way stop at the aforementioned corner would slow traffic down on their street and make it safer for children in the neighborhood. Police Chief Ralph Bradley conducted a traffic survey on 2nd St SW and found no vehicle traveling over 29 mph. Joe Thissen asked if the current 4-way stop at 2nd St SW and 3rd Ave SW should be moved down to 4th Ave, Chief Bradley believes that 4-way needs to stay at that intersection because of the vehicles coming in and out of the Hanson Addition. Mike Thein asked if installing a 4-way at 2nd St SW and 4th Ave SW would solve the problem. Chief Bradley said it would help. If a sign is installed, the Police Department would grant residents a grace period before citing them for failure to stop at the new stop sign.

A motion was made by Les Feia, seconded by Dwight Mulder, to install a 4-way stop at the corner of 2nd St SW and 4th Ave SW.

Motion carried.

- 2) Brad Baird's rental property at 119 SW 4th Avenue has sewer damage in the service line from the house to the main. The City's policy is that the homeowner owns and is responsible for the service line from the house to the main. Brad questions that policy saying that the City Code is not clear on who is responsible for what and that it policy should be that the city is responsible for the service line through the easement. Joe Thissen said that the sewer and water are stubbed into the easement in new construction to avoid the street being dug up every time a new house is built. Mike Thein said that the City policy has always been that they homeowner is responsible for the sewer service line from the house to the main and he does not see the city changing that policy any time soon.

Ralph Bradley - Police Department

- 1) Monthly report was presented
- 2) The Dodge Charger was delivered to St. Cloud last month and payment has been received.
- 3) The department picked up in car computers from the state and is having them installed in the vehicles. In order to use the State's I-Mobile System the city has to pass a resolution authorizing the Police Department to enter into a Joint Powers Agreement with the State. Mike Thein asked about cost. Ralph said there is an upfront cost of \$1,000 and a monthly cost of \$26.

A motion was made by Les Feia, seconded by Dwight Mulder, to approve Resolution 10-06 authorizing the Police Chief and City Administrator to sign a Joint Powers Agreement with the State of Minnesota.
Motion carried.

Roger Knapper – Public Works Director

- 1) Roger presented a bid from Heiling Construction to fix sidewalk behind Prairie Park Place that was damaged when the utility work was done last fall. The bid is for \$1,250.

A motion was made by Les Feia, seconded by Shirley Klaassen, to approve bid by Heiling Construction to fix the sidewalk behind Prairie Park Place.

Motion carried.

- 2) Roger presented two quotes for a cover for the pool. One from Hawkins for \$7,600 included four cover pieces, four reels, and 5 year warranty. The quote from Aquatic Technologies for \$6,700 included four cover pieces, one reel and a 3 year warranty. The reels will be on rollers and can be maneuvered around to pool deck. Joe Thissen asked about the reels and whether or not they would easy enough for the life guards to crank. Questions were also raised about the weight of the cover pieces, what the cover was made out of and whether or not the cover would fit around the ladders in the pool. Kyle said that they gather more information and bring this item back in June.

Judy Gosseling – Deputy Clerk

- 1) Ambulance Contract – John Sellner reviewed the contract. He sees no reason not to sign the contract.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the City signing a contract with Expert T Billing for the outsourcing of our ambulance billing.

Kyle Morell – City Administrator

- 1) Monthly Report
 - Long-Term Goals
 - a) Utility Improvements – The USDA application is complete and will be submitted by the end of the week. The City is still working on the PFA application.

Short-Term Goals

- a) Water Meter Software – The software is up and running. The city has 100 new meters and heads installed and will be installing 24 more within the month
 - b) Walking Path - Kyle said that he has talked with members of the Trail Committee and all recognize the financial situation that the city is in and acknowledge that the Trail does not appear to be a priority for the City anymore. Kyle said he would let the DNR know that the City will not be using the grant money and the railroad know that their donation will be going towards pool improvements.
 - c) Junk & Blighted Properties – Letters have been sent out to a handful of homeowners and Kyle is still in contact with local businesses.
- 2) Sidewalk Program – Kyle presented the outline for the sidewalk program that the City will be following this summer. Letters will be sent out in May notifying residents that there is sidewalk on their property that needs to be replaced. Residents will have 90 days to remove the sidewalk notify the City that they are removing the sidewalk with the permission of their neighbors.
 - 3) Pool Wages and Rates – 2010 pool wages and rates are the same as 2009. There is an additional management position with the creation of an Assistant Pool Manager.

A motion was made by Mike Thein, seconded by Dwight Mulder, to approve the 2010 swimming pool wages and rates.

- 4) Public Works Mowers – No changes were made to the wages for Public Works Mowers.

A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve the 2010 public works mowers wages

- 5) Retaliation Policy – Last meeting Council asked that retaliation be defined and the disciplinary actions be mentioned as part of the policy. They were added and the policy was brought back to consideration this month.

A motion was made by Les Feia, seconded by Mike Thein, to approve the Retaliation Policy.

Motion carried.

- 6) Ord 326 – CUP and Variance Fees – Council made a motion in February to change the fees from \$50 to \$150. However, when the Zoning Code was codified it still listed the fees at \$50. Therefore an Ordinance is needed to change the fees. Les Feia asked if Kyle thought the \$150 was an appropriate amount. Kyle said he believes that the amount is appropriate for the time that is spent in preparation. Judy Gosseling said that advertising alone is close to \$50 for each public hearing.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve Ordinance 326.

Motion carried.

- 7) Chippewa County 2011 and 2012 Assessment Service Contract – The County is charging the City \$9,150 in 2011 and \$9,350 in 2012 for Assessment Services. The city paid \$9,600 in 2010.

A motion was made by Mike Thein, seconded by Dwight Mulder, to approve the Chippewa County 2011 and 2012 Assessment Services Contract.

Motion carried.

- 8) St. Clara – St. Clara's has submitted an application for a gambling permit for an event to be held on September 12, 2010. They are asking that Council approve the permit and waive the 30 day waiting period.

A motion was made by Shirley Klaassen, seconded by Les Feia, to approve the charitable gambling permit and waive the 30 day waiting period.

Motion carried.**Mayor and Council Report**

- 1) Hawk Creek Acres – Mike Thein believes that the City needs to give the Administrator more leeway on the lot prices in order to sell the lots at Hawk Creek Acres. He said that he talked to the City's real estate agent and he recommended that the City do whatever it can to move the lots. Kyle agreed that it is in the City's best interest to sell the lots and start collecting property tax and assessment money from the lots. Kyle's only concern is that the bond payment amounts are contingent on the City selling lots at \$15,000. Selling the lots for less will increase the bond payments and the amount levied to cover the payments. Kyle said he would try and find out how lowering the price of the lots would affect the bond payments.

AP Checks were presented to council and reviewed.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve AP for May 2010, check numbers 11884-11968 in the amount of \$138,502.68

Motion carried.

A motion was made by Shirley Klaassen, seconded by Mike Thein, to close the public hearing for the reduction of water and sewer hook-up fees at 8:29 p.m.

Motion carried.

No public comment was heard.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve Resolution 10-04 and 10-05 adjusting the water and sewer hook-up rates.

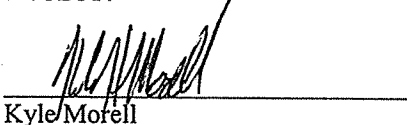
Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Les Feia, at 8:20 p.m.

Motion carried.


Joe Thissen

ATTEST:


Kyle Morell

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, JUNE 8, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, June 8, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Les Feia	Shirley Klaassen Mike Thein	Dwight Mulder
Also present:	Kyle Morell Ralph Bradley Carol Fritz Darin Ogdahl	Judy Gosseling Nick Marcus Roger Barrett	John White John Fritz Larry Wepplo

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

**A motion was made by Mike Thein, seconded by Dwight Mulder, to approve the agenda with the addition Resolution 10-08 5% match of AFPG and Resolution 10-09 Cenex Donation
Motion carried.**

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Meeting Minutes of May 11, 2010 with a change to the first paragraph, the meeting was called to order on "May 11, 2010" and not April 13, 2010, with the addition of "motion carried" after the motion to approve the consent agenda and the meeting was adjourned at "8:30 p.m." not 8:20 p.m.
Motion carried**

Jacki Anderson – Regional Development Commission

- 1) Jacki presented updated program and services information to Council detailing the regional scope of work the RDC is involved in.

**A motion was made by Shirley Klaassen, seconded by Les Feia, to approve Resolution 10-07 Swimming Pool Donation
Motion carried.**

After a brief discussion it was decided to hold the Council Swimming Pool Fundraiser on Wednesday, July 28, 2010. The fundraiser will be held at the pool and hotdogs, chips and soda will be served.

**A motion was made by Dwight Mulder, seconded by Mike Thein, to approve Resolution 10-08 5% Match for AFPG Grant
Motion carried.**

**A motion was made by Les Feia, seconded by Shirley Klaassen, to approve Resolution 10-09 Cenex Donation.
Motion carried.**

Citizen Petitions

- 1) John and Carol Fritz – John has been after the City to remove a boulevard tree from his property for four year. Kyle said that up until last year boulevard trees were the responsibility of homeowner and not the City. However, since they are now the City's responsibility the City will remove the boulevard tree in question as well as the damaged tree near the alley. Carol Fritz asked about lot line locates. Joe Thissen said the City will locate the lot lines, but does not guarantee their accuracy. The best solution is to have the property surveyed.
- 2) Roger Barrett – Roger requests the City send a letter to the owner of the Ready-Mix plant requesting that he make an attempt to fix up his facility. Roger believes the facility is a public health hazard. Kyle said that he write such a letter and talk to Lonnie Curtis about licensing his classic vehicle.

Conway, Deuth & Schmiesing

- 1) Larry Wepplo and Daren Ogdahl, presented the 2009 City Audit and Memorandum to Mayor and City Council. They report that the City is financially sound.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Conway, Deuth & Schmiesing Audit and Management Letter.

Motion carried.

Mike Stordahl – Clara City Care Center

- 1) Current Census is 69
- 2) New software has been ordered and will be installed before the State mandated deadline
- 3) The roof repair has been completed
- 4) Engan & Associates will present Phase 1 of the remodeling plan on Thursday, June 10, 2010. Les asked if the laundry had been moved. Mike said that he is waiting until the remodeling plan is finished to determine the best place for the laundry.
- 5) Mike is looking into Housing with Service plan for Prairie Park Place. He will bring the business plan back in July.
- 6) Floor Scrubber – a new floor scrubber is needed. The Care Center has been using the unit it wants to buy for 2 months. Mike Thein asked about leasing, Mike said it is cheaper to buy unit now than to lease and buy later.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve the purchase of the floor scrubber.

Motion carried.

Ralph Bradley - Police Department

- 1) Monthly report was presented
- 2) Ralph needs a new in-car camera for this vehicle. The state bid id \$4,700. After some research Ralph believes he has found a comparable camera for \$2,900.

A motion was made by Mike Thein, seconded by Les Feia, to approve the purchase of the new camera

Motion carried.

- 3) Ralph introduced the City's summer intern, Nick Marcus to Council.

Judy Gosseling – Deputy Clerk

- 1) Small Cities Grant Approval – There are two small cities grant applications that require council approval

A motion was made by Shirley Klaassen, seconded by Mike Thein, to approve the Small Cities Grant Applications.

Motion carried.

- 2) Subordination Agreement – A former Small Cities Grant recipient is refinancing her house. The Subordination agreement is needed in order allow the refinancing bank to become the first holder of the new mortgage.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve the Subordination Agreement.

Motion carried.

Kyle Morell – City Administrator

- 1) Monthly Report
 - Long-Term Goals
 - a) Utility Improvements – Kyle submitted the USDA Application earlier this month. The City has contacted Frank Cesario about the PFA Application.
 - Short-Term Goals
 - a) Walking Path - Kyle sent a letter to the Minnesota Department of Natural Resources informing them that the City will not be using its allotted Trail Grant money.
 - b) Junk & Blighted Properties – All of the residents who received letters from the City have complied with the requests.
 - c) Sidewalk Repair – Sidewalk letters went out this afternoon. After reviewing information from 2007 and money available it was decided to complete the sidewalk program over 3 years. This year letters were sent to the residents on the Southside of town. Kyle will keep council updated on the progress.
- 2) Citizen Complaint Letter Policy – Kyle presented the policy to Council for review. A brief discussion was held.

A motion was made by Shirley Klaassen, seconded by Les Feia, to approve the Citizen Complaint Letter Policy with the addition of requiring a name in order to accept a telephone complaint and removing #4

Motion carried.

- 3) Thoma Wind Break – Jim Thoma approached the City asking if they would pay for trees to be planted on his property south of Wachtler Avenue. Kyle expressed concerns over the City paying for trees on private property.

Dwight Mulder asked who would maintain and water the trees. Kyle said that Jim would maintain the trees but that he asked that the City water the trees. Several council members expressed concern over setting a precedent of paying for private trees and watering them. Council asked Kyle to inform Jim that they agree planting trees would be beneficial to the City but they will not use public money for it. Council encourages Jim to proceed with the project.

- 4) Boulevard Tree Policy – At the council meeting in May Council asked if the policy could include a provision for the City to plant trees and to put in writing the reimbursement policy. The updated Boulevard Tree Policy does both.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Boulevard Tree Policy.

Motion carried.

- 5) Prairie Fest Softball Tournament – Joe Schlagel has asked permission to host a softball tournament the weekend of Prairie Fest in the city park. Kegger's will cater the event and serve alcohol, his liquor catering license and insurance will be on file at City Hall for the event. Each participating team has agreed to sign a waiver stating that teams will not hold the City of Clara City, Kegger's or Joe Schlagel liable if someone is injured or something is stolen. Mike requested the city get copies of the waivers from Joe.

A motion was made by Les Feia, seconded by Dwight Mulder, to approve the softball tournament and the serving of alcohol on city property.

Motion carried.

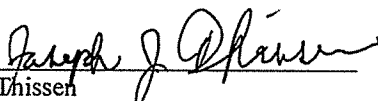
- 6) Ordinance 327 – Addition of Section 52.10 Sewer Line Responsibility – Last meeting a question was raised about who is responsible for the sewer service line from a house to the main. The City's policy has always been that the resident is responsible for that part of the sewer, although the City Code was not clear. Ordinance 327 clearly outlines who is responsible for what.

A motion was made by Mike Thein, seconded by Les Feia, to approve Ordinance 327.

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder, seconded by Shirley Klaassen, at 8:34 p.m.

Motion carried.



 Joe Thissen

ATTEST:



 Kyle Morell

CITY OF CLARA CITY
CITY COUNCIL EMERGENCY MEETING
THURSDAY, JUNE 17, 2010
4:00 P.M. CITY HALL

The emergency meeting of the Clara City City Council was held and convened according to law by Acting Mayor Les Feia on Thursday, June 17, 2010 at 4:00 p.m. in the Council Chambers of City Hall.

Present: Les Feia Shirley Klaassen
Mike Thein Dwight Mulder

Absent: Joseph Thissen

Also present: Kyle Morell Judy Gosseling

Acting Mayor Les Feia called the meeting to order at 4:00 p.m.

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda.
Motion carried.**

City Administrator Resignation Letter

Kyle Morell presented his letter of resignation to Council. Kyle's last day of work will be Thursday, July 1, 2010.

**A motion was made by Dwight Mulder, seconded by Mike Thein, to accept Kyle's letter of resignation.
Motion carried.**

City Administrator Job Description and Posting

The current job description for the position of City Administrator was reviewed. Les Feia asked Kyle if there was anything that needed to be added or removed. Kyle said there was not.

**A motion was made by Shirley Klaassen, seconded by Mike Thein, to approve the City Administrator Job Description.
Motion carried.**

The advertisement was reviewed. Mention of the Care Center Advisory Board was removed. Kyle said that he will put the advertisement, job description and employment application on the city's website. The City will post the advertisement with the League of Minnesota Cities and all local papers.

**A motion was made by Dwight Mulder, seconded by Shirley Klaassen, to approve the advertisement for the position of City Administrator.
Motion carried.**

**A motion was made by Mike Thein, seconded by Dwight Mulder, to approve advertising for the position of City Administrator.
Motion carried.**

Office Transition

Last time Clara City searched for an administrator, the office closed on Friday afternoons. Kyle suggested that the office be closed on Fridays until a new administrator is hired. Council agreed, the office will be closed on Friday's until a new administrator is found starting Friday, July 2, 2010.

Kyle believes that Ann Jaenisch be used as support help for Judy, as she was last time. She currently works 32 hours a week, until a new administrator is found Kyle suggested that Ann be allowed to work up to 40 hours a week. It will be left up to Ann to decide how and where those hours will be spent.

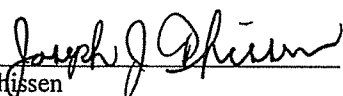
**A motion was made by Shirley Klaassen, seconded by Mike Thein, to allow Ann to work up to 40 hours a week between Prairie Park Place and City Hall until the new administrator is hired.
Motion carried.**

Between Sara and Kyle, the previous Council asked Judy to assume the duties of the City Administrator as well as continue in her current capacity. She was compensated for this additional responsibility. Judy asked for the same compensation minus the overtime pay that she received. All involved agreed that there will be no overtime paid and that making Judy a salaried employee is the best solution. In the past Judy had received an additional \$1,500 per month for assuming the responsibilities of the City Administrator. After a brief discussion it was decided that she shall receive a salary of \$2156 per pay period from July 6, 2010 through the 1 month anniversary of the new hire.

A motion was made by Dwight Mulder, seconded by Mike Thein, to approve a salary of \$2156 for Judy Gosseing from July 6, 2010 through the one month anniversary of the new hires start date for assuming the responsibilities of the City Administrator.


As there was no further business to come before this meeting, the meeting was adjourned on a motion by Shirley Klaassen, seconded by Dwight Mulder, at 5:20 p.m.

Motion carried.



Joe Thissen

ATTEST:



Kyle Morell

CITY OF CLARA CITY
CITY COUNCIL SPECIAL MEETING
TUESDAY, JUNE 29, 2010
6:30 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Acting Mayor Les Feia on Tuesday, June 29, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Les Feia Mike Thein	Shirley Klaassen Dwight Mulder	
Absent:	Joseph Thissen		
Also present:	Kyle Morell	Judy Gosseling	Ann Jaenisch

Acting Mayor Les Feia called the meeting to order at 6:30 p.m.

**A motion was made by Shirley Klaassen, seconded by Dwight Mulder, to approve the agenda.
Motion carried.**

Office Transition

Kyle informed Council he was able to get a list of available Interim Administrator candidates from the League of Minnesota Cities. Also, he has talked with Grussing Accounting about doing payroll for the City, a quote should be coming tomorrow, to be brought to the Council meeting in July. Les Feia asked why we are looking into outsourcing payroll. Mike Thein said that he views it as time saver for Judy and another aspect of the Deputy Clerk's job that can be outsourced like ambulance billing. Judy does not believe that Grussing Accounting will be able to do payroll as detailed as the city needs it for general ledger entries and year end calculations. Kyle suggested that the city wait until the quote comes in and then go from there.

Mike Thein presented the idea of Sara Folsted working as the City's Interim Administrator until a full-time replacement for Kyle can be found. He has talked to Sara and she is available and willing to put in hours at the office while the office is open. Kyle said that he is hesitant to endorse an Interim Administrator who is not going to be in the office at least some of the week, their presence is needed to assure that the day-to-day management of the City and its employees can continue. Les and Dwight were hesitant to hire someone who cannot be in the office during working hours. Judy commented that last time Sara was Interim Administrator, before Kyle was hired, it really did not work well as Sara was in the office nights and weekends or working at home, which led to a lack of communication between staff. If Sara was to take the position of Interim Administrator, Judy would like to know in advance when she plans on being in the office, being able to work Ann's hours into the schedule. Kyle reminded Council that they have an Interim Administrator that a motion made at the June 17, 2010 meeting to appoint Judy Gosseling as Interim Administrator still stands. Judy said that she is requesting that Council rescind that motion, she no longer wants the appointment.

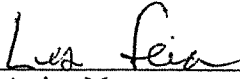
**A motion was made by Mike Thein, seconded by Shirley Klaassen, to rescind the offer made on June 17, 2010 to make Judy Gosseling Interim Administrator.
Motion carried.**

**A motion was made by Mike Thein, seconded by Dwight Mulder, to offer the Interim Administrator position to Sara Folsted at the rate of \$300 per week for 10 hours of work a week.
Motion carried.**

Les Feia asked about the possibility of keeping the office open on Friday's now with an Interim Administrator and both Judy and Ann allowed to work up to 40 hours a week. Kyle said that he would rather close the office and have residents find that it is actually open, then say it will be open and have them find that it is closed. Council instructed Judy and Ann to work their extra hours during the week and not on weekends.

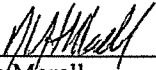
Kyle said that he would contact Sara Folsted and get more information from Grussing Accounting about the possibility of outsourcing payroll.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Shirley Klaassen, at 7:15 p.m.
Motion carried.



Les Feia, Acting Mayor

ATTEST:



Kyle Morell

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, JULY 13, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, July 13, 2010 at 6:32 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen Les Feia	Shirley Klaassen Mike Thein	Dwight Mulder
Also present:	Sara Folsted Roger Knapper	Judy Gosseling Mike Stordahl	John White

Mayor Joseph Thissen called the meeting to order at 6:32 p.m.

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda.
Motion carried.**

A motion was made by Shirley Klaassen, seconded by Mike Thein, to approve the following:

1. Meeting Minutes of June 8, 2010, with addition of Jackie Anderson and Mike Stordahl as present.
2. Meeting Minutes of June 17, 2010.
3. Meeting Minutes of June 29, 2010.
4. July 7, 2010, Land Use Permit Applications.
5. RESOLUTION 10-10 RESOLUTION ACCEPTING LIONS CLUB DONATION.

Motion carried.

Citizen Petitions – None presented.

Interim Administrator Sara Folsted reported that Katie Meyer was on the agenda to report on Chippewa County's All-Hazard Mitigation Plan. The plan was approved and pending adoption by FEMA. A public hearing will be held at the Chippewa County Board Meeting on August 3, 2010, for County Board adoption. After County adoption, the next step is for each participating city to pass a formal resolution to adopt Chippewa County's Plan within the next two months.

Mike Stordahl – Clara City Care Center

- 1) Current Census is 67
- 2) New software will be installed in September and there will be several required training sessions prior to installation so the staff that work with the software are able to use it effectively.
- 3) Mike Stordahl and Mike Thein provided an update of discussion held at the EDA meeting in regards to the proposed assisted living Care Center addition. After looking at the assisted living facilities in neighboring communities and projecting what it would take to ensure the profitability of an assisted living a new direction has been sought. The proposal of adding Housing with Services (HWS) in Prairie Park Place, which is similar to assisted living will partially fill the void between independent living and skilled nursing care. The idea is that residents will not have to leave their independent living apartments to go to an assisted living facility in a nearby community. They could receive the necessary services in their current apartment. If their care became too complex to manage in the apartments with HWS; then the next step would be to become a resident of the Care Center. The EDA discussed the preparation of an Examined Financial Forecast that would include a clinic, addition of ten private Medicare suites, a rehab/therapy room, and offices for administrative staff. The addition of private rooms would allow the Care Center to convert ten current semi-private rooms into private rooms, bringing the total number of private rooms to approximately 43. This study will be used as a benchmark for the feasibility of this project as well as to obtain bonds for the funding of the project. The total project cost is projected to be \$1,800,000 with \$1,400,000 being used for the Medicare suites, offices and the rehab/therapy room. The remaining money will be used for the building of the clinic. Currently Minnesota Nursing Home guidelines only allow for \$1,400,000 of construction per year to be completed without a moratorium exception. The Examined Financial Forecast would be completed by the City Audit firm of Conway, Deuth and Schmiesing, PLLP.

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve hiring Conway, Deuth and Schmiesing, PLLP. to complete the Examined Financial Forecast at a cost not to exceed \$5,000.00 and to pay with EDA funds.

Motion carried.

- 4) Discussed paving of parking lots. There are two lots being considered for paving. It was decided to wait until the facility master plan is completed to make a final decision on whether one or both will be done.

Roger Knapper, Public Works

- 1) Reviewed bids for black top.
 1. Duinick Inc. \$69,496
 2. Monson Corporation \$73,465
 3. Caldwell Asphalt Co., Inc. \$93,697

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve the bid from Duinick utilizing budget and reserve funds to pay for the project. **Motion carried.**

- 2) Provided an update on the water meter project. Currently meters that have been ordered and received have been installed. Additional meters have been ordered however they are on back order from the supplier.

Judy Gosseling – Deputy Clerk

- 1) Small Cities Grant Approval – There are three small cities grant applications that require council approval

A motion was made by Shirley Klaassen, seconded by Mike Thein, to approve the Small Cities Grant Applications.

Motion carried.

- 2) Presented **RESOLUTION NO. 10-11 RESOLUTION APPOINTING ELECTION JUDGES**

A motion was made by Mike Thein and seconded by Les Feia to approve **RESOLUTION 10-11 RESOLUTION APPOINTING ELECTION JUDGES.** **Motion carried.**

- 3) Discussed election judge pay rates. Rates to remain the same as the last election.

A motion was made by Les Feia and seconded by Mike Thein to approve election judge pay rates.

Motion carried.

- 4) Discussed the pool fundraiser scheduled for July 28, 2010. Set up will begin at 3:00.

Sara Folsted – Interim City Administrator

- 1) Folsted presented the monthly report completed by Kyle Morell.
- 2) Discussed pool utility upgrades. Folsted will research available options.
- 3) Due to the primary election the August City Council meeting will need to be rescheduled. The new date will be August 17, 2010 at 6:30 p.m.
- 4) A tax abatement request was received from Linsey Kortgard and a tax abatement for a new home in Hawk Creek Acres require public hearings.

A motion was made by Shirley Klaassen and seconded by Mike Thein to hold a public hearing regarding tax abatements for Linsey Kortgard and LaVerne and JoAnne Gunter on August 17, 2010, at 7:00 p.m. in City Hall.

Motion carried.

- 5) Discussed the sidewalk repair program. Based on the 90 day timeline, sidewalks that are not repaired or removed within the given time frame will require public hearing for assessments. Public notice could be provided on the 15th of September with a special meeting on the 28th of September for the public hearing.
- 6) Presented the following petitions for the removal of sidewalk: Lois Sweep – 226 SW 1st ST; Dawn Boraas – 318 & 322 3rd ST NE; Paul Jaenisch – 226 SW 2nd ST; Greg Ammermann – 210 SW 2nd ST; Pat Stager 410 SW 1st ST; Mary Ann Hagen – 23 SE 2nd AV.

A motion was made by Dwight Mulder and seconded by Les Feia to approve the sidewalk removal petitions.

Motion carried

- 7) Presented the 2009 Employee Earning & Benefit Report
- 8) Discussed the process for reviewing the City Administrator applications. Joe Thissen and Mike Thein will meet with Sara Folsted to review the applications.
- 9) Considered a request from Jack and Donna Sparks to remove a house located at 314 SW 3rd ST.

A motion was made by Dwight Mulder and seconded by Shirley Klaassen to approve the house removal request.

Motion carried.

- 10) Reviewed a request for purchases and repairs at the pool. There have been requests for additional lounge chairs, an umbrella and the bathroom stall dividers are in need of repair or replacement as they are rusted and the locks are not functioning. Folsted will obtain estimates for the purchases and present to the Council for consideration at a later date.

11)

A motion was made by Mike Thein and seconded by Dwight Mulder to approve the following checks for payment:

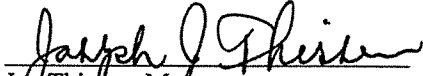
JUNE - #11969 - 12039 \$131,411.19

JULY - #12040 - 12129 \$182,848.58


Motion carried

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Shirley Klaassen, at 8:13 p.m.

Motion carried.


Joe Thissen, Mayor

ATTEST:


Sara Folsted, Interim City Administrator

CITY OF CLARA CITY
CITY COUNCIL SPECIAL MEETING
TUESDAY, JULY 27, 2010
6:30 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, July 27, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present: Les Feia Joseph Thissen
 Mike Thein Dwight Mulder

Absent: Shirley Klaassen

Also present: Sara Folsted

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

**A motion was made by Mike Thein, seconded by Dwight Mulder, to approve the agenda.
Motion carried.**

Reviewed a petition by Mavis Koenen for the removal of sidewalk located at 411 SW 3rd Street.

A motion was made by Mike Thein and seconded by Les Feia to approve the petition by Mavis Koenen for the removal of sidewalk located at 411 SW 3rd Street.

Motion carried.

Due to inclement weather interviews for the EDA Commission vacancy were held with applicants by telephone. Interviews were conducted with Janet Sweep, Ken Beyerl and Monica Orwick. After discussion,

A motion was made by Mike Thein and seconded by Les Feia to appoint Monica Orwick to the EDA Commission.

Motion carried.

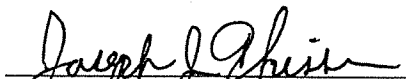
Discussed the City Administrator position. Interviews will be scheduled for Monday, August 23, 2010 at 2:00 p.m. at City Hall with the City Council meeting commencing at 1:45 p.m. Mike Thein proposed the addition of a part time book keeper/ office assistant for back up to the Deputy Clerk position. It was discussed by City Council that the proposed position would be 8 hrs per week with additional hours as needed for office coverage. An advertisement will be placed in the Clara City Herald for 2 weeks with an application deadline of August 16th. After further discussion,

A motion was made by Mike Thein and seconded by Dwight Mulder to approve the advertising of a part time 8 hr per week Office Assistant for City Hall.

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Dwight Mulder, at 7:25 p.m.

Motion carried.



Joseph Thissen, Mayor

ATTEST:



Sara Folsted, Interim City Administrator

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, AUGUST 17, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, August 17, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen	Shirley Klaassen	
	Mike Thein	Dwight Mulder	
Absent:	Les Feia		
Also present:	Sara Folsted	Judy Gosseling	John White
	Roger Knapper	Mike Stordahl	Bob Brix
	Ralph Bradley	Ann Jaenisch	

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

The agenda was reviewed and the Clara City Care Center items moved to the end of the agenda.

A motion was made by Mike Thein and seconded by Shirley Klaassen, to approve the agenda as amended.
Motion carried.

A motion was made by Shirley Klaassen, seconded by Dwight Mulder, to approve the following:

1. Meeting Minutes of July 13, 2010.
2. Meeting Minutes of July 27, 2010.
3. August 4, 2010, Land Use Permit Applications.
4. RESOLUTION 10-12 RESOLUTION APPROVING A 5% LOCAL SHARE FOR THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM (AFGP).

Motion carried.

Citizen Petitions

1. Bob Brix was present to discuss the trail project he had been a part of. He felt that the trail failed for two reasons, first land acquisition and second the ability to meet the grant matching requirements. His concerns with not having a trail is for school children to have a safe place to walk and run and for nursing home residents to have a place to enjoy the outdoors. Brix proposed the development of a small trail on city property west of the Care Center. This would be an enhancement to the Care Center for the Community and could potentially be funded with BNSF trail donation. The City Council discussed existing sidewalks on the east side of the Care Center and are open to discussing the development of a sidewalk system on the west side.
2. Massoud Kazemzadeh submitted a written request for the City Council to consider a tax abatement for the new warehouse that was built as an extension to the processing plant at Kay's Processing. A public hearing regarding the abatement request will be held at the September 14, 2010, City Council Meeting. A request was also made for a storm sewer addition to alleviate the drainage problem on the frontage road. This request was discussed,

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve \$500 towards the installation of a storm sewer in the frontage road in front of Kay's Processing.

Motion carried.

At 7:15 on a motion by Mike Thein and seconded by Shirley Klaassen the public hearing was opened for the proposed abatement of a portion of city taxes on certain improved property in Clara City for the purpose of increasing the tax base for the following parcels:

30-081-0070 Lot 7, Block 1 of Hanson Addition – Linsey Kortgard

30-085-0235 Lot 7, Block 2 of Hawk Creek Acres – LaVerne and JoAnne Gunter

Tax abatements for new residential construction are \$200 per year for 5 years with an aggregate maximum of \$1000. No public comment was offered and the public hearing was adjourned.

A motion was made by Mike Thein and seconded by Dwight Mulder to approve RESOLUTION 10-13 A RESOLUTION AUTHORIZING ABATEMENT OF PROPERTY TAXES FOR LINSEY KORTGARD.
Motion carried.

A motion was made by Mike Thein and seconded by Dwight Mulder to approve RESOLUTION 10-14 A RESOLUTION AUTHORIZING ABATEMENT OF PROPERTY TAXES FOR LAVERNE AND JOANNE GUNTER.

Ann Jaenisch, Prairie Park Place

- 1) Jaenisch presented the Prairie Park Place Monthly report. No apartments available for rent with 10 people on the waiting list.
- 2) The five year inspection is due on the sprinkler system with an approximate cost of \$2,200.

A motion was made by Dwight Mulder and seconded by Shirley Klaassen to approve sprinkler system inspection work.

Motion carried.

- 3) Waiting to hear back from the adjuster on the repairs that need to be done at Prairie Park Place due to the June 25, 2010, storm damage. Some siding will need to be replaced and possibly shingles.

Roger Knapper, Public Works

- 1) A letter was read from West Central Sanitation to Donners stating that they would discontinue service if the road was not fixed in front of the dumpster. Not on schedule for replacement. There is also a section near the Care Center in need of replacement. Knapper was directed to get estimates on the work.
- 2) There was a leak in the library roof, cost of the repair was \$750. An adjuster will be looking at the damage.
- 3) Restroom improvements at the Pool will be put on hold until next spring.

Ralph Bradley, Police Chief

- 1) Chief Bradley presented to the Council his monthly reports for June and July.

Judy Gosseling – Deputy Clerk

- 1) Small Cities Grant Approval – There are 8 small cities grant applications that require council approval.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the Small Cities Grant Applications.

Motion carried.

Sara Folsted – Interim City Administrator

- 1) Folsted presented her monthly report.
- 2) Discussed funding for utility improvements. Proposed utility improvement detail information from Rodeberg & Berryman, Inc. was forwarded to Kevin Friesen with the USDA to assist with eligibility determination.
- 3) Discussed the direction of the 2011 Budget. Proposed preliminary budget and levy request not to exceed the inflationary increase percentage.
- 4) Continuing to monitor junk and blighted properties.
- 5) LP Bids were presented. Cenex and Dooley's both submitted bids for \$1.49 per gallon.

A motion was made by Shirley Klaassen and seconded by Mike Thein to approve the LP bids and purchase 20,000 gallons from each bidder.

Motion carried.

A motion was made by Mike Thein and seconded by Dwight Mulder to approve August accounts payable.
Motion carried

Mike Stordahl – Clara City Care Center

- 1) Current Census is 66
- 2) Presented an update on the proposed addition. Montevideo Hospital is still interested in a clinic being built on the Care Center Campus. The option of a tele-pharmacy was explored and due to a new Minnesota Board of Pharmacy Rule a tele-pharmacy must be located at least 20 miles away from a traditional pharmacy.

- 3) There are 32 beds at the Care Center that currently do not meet the needs of the residents. Most are 25 – 35 years old and are operated by hand crank. To improve safety for the patients and employees a proposed plan for replacing the beds is to purchase five new beds every quarter as long as the census and financial state support the purchase. Joseph Thissen asked that Mike Stordahl get quotes from the supplier to see where different price breaks are for purchasing in various quantities.
- 4) The accounting firm is in the process of the feasibility study for the nursing home addition. Will present to the Council once completed.

On a motion by Mike Thein and seconded by Shirley Klaassen, the City Council entered into a closed session at 7:55 p.m. under Minn. Stat. 13D.05, subds. 1(d) 3(a) for an employee review for Mike Stordahl, Clara City Care Center Administrator.

At 8:23 p.m. the closed session was adjourned.

A motion was made by Mike Thein and seconded by Shirley Klaassen upon satisfactory completion of the 6 month probation period to approve a salary increase of \$2,500 per the contract and an additional \$2,500 merit increase effective the next pay period. Review again at 1 year.

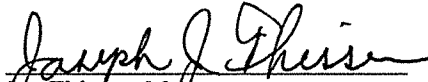
Ayes: Joe Thissen, Mike Thein, Shirley Klaassen

Nays: Dwight Mulder

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Shirley Klaassen, at 8:26 p.m.

Motion carried.



Joe Thissen, Mayor

ATTEST:



Sara Folsted, Interim City Administrator

CITY OF CLARA CITY
CITY COUNCIL SPECIAL MEETING
MONDAY, AUGUST 23, 2010
1:45 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Monday, August 23, 2010 at 1:45 p.m. in the Council Chambers of City Hall.

Present: Les Feia Joseph Thissen Shirley Klaassen
 Mike Thein Dwight Mulder

Absent: None

Also present: Sara Folsted Judy Gosseling

Mayor Joseph Thissen called the meeting to order at 1:45 p.m.

Interview questions were reviewed and the City Administrator interviews began at 2:00 p.m.

One applicant was chosen for a reference and background check. Mike Thein, Joe Thissen and Ralph Bradley will be conducting the checks from City Hall.

Discussed an extra work directive for Duininck Bros. for milling near Donner's Service and for milling and removal near the Care Center.

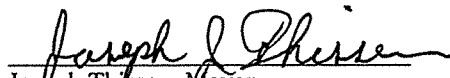
A motion was made by Mike Thein and seconded by Shirley Klaassen to approve the extra work directive for Duininck Bros. totaling \$1,885.45.

Motion carried.

The part time office assistant position was discussed. Concerns were expressed regarding the timing of the position and that the details of the position as far as hours and training have not yet been discussed. Council persons Feia and Klaassen suggested placing any decisions on hold until after the new administrator is in place. Mike Thein asked that this be placed on the agenda for discussion at the next regular City Council Meeting.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder, seconded by Mike Thein, at 6:03 p.m.

Motion carried.



Joseph Thissen, Mayor

ATTEST:



Sara Folsted, Interim City Administrator

CITY OF CLARA CITY
CITY COUNCIL EMERGENCY MEETING
THURSDAY, AUGUST 26, 2010
8.00 A.M. CITY HALL

The emergency meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Thursday, August 26, 2010 at 8:00 a.m. in the Council Chambers of City Hall.

Present: Les Feia Joseph Thissen
Mike Thein Shirley Klaassen

Absent: Dwight Mulder

Also present: Judy Gosseling

Mayor Joseph Thissen called the meeting to order at 8:00 a.m..

**A motion was made by Mike Thein and seconded by Shirley Klaassen to approve the agenda for the emergency meeting.
Motion carried.**

Mayor Joe Thissen and Mike Thein did reference checks on the applicant chosen for the City Administrator position, all being positive. Judy Gosseling reported that Ralph Bradley did criminal history and driving history back round checks finding nothing that would be concerning to the City.


On a motion by Les Feia and seconded by Shirley Klaassen to offer the City Administrator Position to Winthro Block as follows:

1. Starting salary of \$50,000.00 annually, prorated from the date of full time employment in 2010.
2. Vacation – two (2) weeks in 2011,2012, 2013. Three (3) weeks vacation after three (3) years of employment. After that, same as all other City Employees.
3. All other benefits the same as all other City Employees.

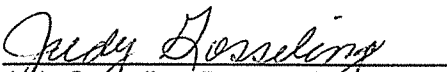
Motion carried.

Council approved Mike Thein to make contact with Mr. Block and offer him the position. Mike Thein excused himself from the meeting room to City Hall office to make a telephone call to Mr. Block. Upon returning, he stated that Mr. Block was unavailable and that a message was left for him to call Mike at his residence or cell phone.

**As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Shirley Klaassen at 8:30 a.m..
Motion carried.**


Joseph Thissen, Mayor

ATTEST:


Judy Gosseling, Deputy Clerk

CITY OF CLARA CITY
CITY COUNCIL EMERGENCY MEETING
MONDAY, AUGUST 30, 2010
2:00 P.M. CITY HALL

The emergency meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Monday, August 30, 2010 at 2:00 p.m. in the Council Chambers of City Hall.

Present: Dwight Mulder Joseph Thissen
 Mike Thein Shirley Klaassen

Absent: Les Feia

Also present: Judy Gosseling John White

Mayor Joseph Thissen called the meeting to order at 2:00 p.m..

**A motion was made by Shirley Klaassen and seconded by Mike Thein to approve the agenda for the emergency meeting.
Motion carried.**

Discussion was held on points that Winthro Block was asking about for his employment.


On a motion by Dwight Mulder and seconded by Shirley Klaassen to offer the following additions to the employment agreement with Winthro Block:

1. Health Insurance – instead of Mr. Block participating in the City Health Insurance, starting salary be adjusted for the 2010 City cost of the \$500.00 deductible single coverage health insurance of \$502.50 (\$427.00 salary - \$75.50 payroll benefits) for a beginning salary of \$55,125.00 annually, prorated from the date of full time employment in 2010.
2. Severance Package - two (2) months severance package if terminated without cause. No severance package if terminated for cause.
3. Office computer and laptop computer are provided by City.
4. No Cell Phone provided by the City.

Motion carried.

Council approved Mike Thein to make contact with Mr. Block and inform him of the additions to the employment agreement. Mike Thein excused himself from the meeting room to City Hall office to make a telephone call to Mr. Block. Upon returning, he stated that Mr. Block was unavailable and that a message was left for him to call Mike at his residence or cell phone.

**As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein and seconded by Dwight Mulder at 2:20 p.m..
Motion carried.**



Joseph Thissen, Mayor

ATTEST:



Judy Gosseling, Deputy Clerk

CITY OF CLARA CITY
CITY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 14, 2010
6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, September 14, 2010 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Joseph Thissen	Shirley Klaassen	Les Feia	
	Mike Thein	Dwight Mulder		
Absent:	None			
Also present:	Sara Folsted	Judy Gosseiling	Roger Knapper	Mike Stordahl
	Ann Jaenisch	Robert Stager	Chris McPeak	Gerald Kleene
	Dave Berryman			

Mayor Joseph Thissen called the meeting to order at 6:30 p.m.

A motion was made by Shirley Klaassen and seconded by Mike Thein to approve the agenda and consent agenda with the addition to the agenda of citizens petitions requests and concerns and the removal of Les Feia as present at the August 17, 2010, City Council meeting. Consent agenda consisted of the following:

1. Meeting Minutes of August 17, 2010.
2. Meeting Minutes of August 23, 2010.
3. Meeting Minutes of August 26, 2010.
4. Meeting Minutes of August 20, 2010.
5. September 1, 2010, Land Use Permit Applications.

Motion carried.

Marv Garbe, Chippewa County Emergency Management was present to discuss the recent siren upgrades and the Chippewa County All Hazard Mitigation Plan. The new sirens are solar powered and will be tested the first Wednesday of every month as well as additional Wednesdays for a shorter period of time for charging and for additional dispatcher training. The sirens were upgraded through a grant and the City is responsible for Maintenance. After discussion regarding the sirens, Garbe was joined by Katie Meyer to discuss the Chippewa County All Hazard Mitigation Plan. The current emphasis on the planning was for tornados. Flood plain ordinances were also discussed. Currently Clara City is not listed as being located in a flood plain, however the City should still adopt an ordinance as it is important for seeking funding. Sample Flood Plain Ordinances for cities not located in a flood plain are available on the DNR website.

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve **RESOLUTION 10-15 ADOPTION OF THE CHIPPEWA COUNTY ALL-HAZARD MITIGATION PLAN.**

Motion carried.

Citizen Petitions

1. Robert Stager was present to discuss questions and concerns with the election process for appointing election judges and absentee, Care Center voting.
2. Gerald Kleene was present to discuss a request from Immanuel Lutheran Church for an easement to place geothermal wells under the alley. Folsted will follow up with the City Attorney to have an agreement drafted. Additional information regarding property lines and well locations is needed.

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve the execution of signatures on an easement and hold harmless agreement between the City and Immanuel Lutheran Church by the Mayor and City Administrator when the appropriate paperwork is completed by the City Attorney.

Motion carried

Chip Goeman presented the 2011 BCBS Insurance Rates. There will be only a small increase of 2.1% to cover the anticipated costs associated with the required addition of 100% preventative health coverage.

At 7:30 on a motion by Dwight Mulder and seconded by Mike Thein the public hearing was opened for the proposed abatement of a portion of city taxes on certain improved property in Clara City for the purpose of increasing the tax base for the following parcel:

30-140-1415 Lot 7, Outlot 1-19, Kay's Processing, LLC.

No public comment was offered and the council continued with their agenda.

Chris McPeak was present from Titus N. Winger Contracting, INC. to discuss their bid for shingling Prairie Park Place. After discussion, it was the consensus of the council to hold a second meeting to review bids as not all bids were received in the same format. Joseph Thissen will work with Ann Jaenisch to compile the bid information.

Ann Jaenisch, Prairie Park Place

- 1) Jaenisch presented the Prairie Park Place Monthly report.
- 2) The sliding closet doors are in need of repair or replacement.
- 3) The insurance settlement has been received for damage to Prairie Park Place roof and siding from the June 25th hail storm.
- 4) Simplex Grinnell was on site again to replace and repair piping.

Dave Berryman of Rodeberg and Berryman was present to discuss the proposed street utility improvement project. The project was divided into three sections, west side utilities, east side utilities, and east side lift station replacement. The total project cost for all three projects is estimated to be \$3,029,000. Each segment was discussed and potential funding options were explored. Ehlers provided information for bond financing options and will provide additional information for financing options using a mixture of revenue sources such as utility rate increases and special assessments.

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve preliminary field work for project 1 and project 3.

Motion carried.

Mike Stordahl – Clara City Care Center

- 1) Current Census is 66 with several admissions pending.
- 2) There is a need for a receptionist to be in the office of the Care Center during the afternoon hours. This position would be for 20-25 hours per week.

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve the advertising of a receptionist for the Care Center.

Motion carried.

- 3) The draft bonding feasibility study for the proposed nursing home addition is still in process.
- 4) Stordahl presented the proposed Clara City Care Center budget for FY2011. The new year starts October 1, 2010.

A motion was made by Mike Thein and seconded by Les Feia to approve the Clara City Care Center FY2011 Operating Budget.

Motion carried.

- 5) Stordahl requested approval to obtain a credit card to purchase items for the facility and Care Center residents. There would be two people with authorization to use the card, the Social Services Director and the Administrator. The card would have a \$1,000 limit.

A motion was made by Mike Thein and seconded by Shirley Klaassen to approve the addition of a Credit Card for use by the Social Services Director and the Care Center Administrator with a \$1,000 limit.

Motion carried.

Roger Knapper, Public Works

- 1) Discussed the purchase of a new holiday banner to replace the banner that goes across main street. Funds have been set aside for the replacement.
- 2) Reviewed quotes for a new generator. During the last power outage the generator would not run. The lowest bid was for \$15,625. Discussed the possibility of purchasing a used generator. Mike Thein research some potential options.

A motion was made by Les Feia and seconded by Shirley Klaassen to approve the purchase of a new or used generator with the price not to exceed the low bid price of \$15,625.

Motion carried.

Judy Gosseling – Deputy Clerk

- 1) Reviewed cash comparison report.
- 2) Discussed the insurance check for Prairie Park Place.

A motion was made by Mike Thein and seconded by Shirley Klaassen to place the funds in a 3 month CD.
Motion carried.

- 3) Reviewed accounts payable.

A motion was made by Mike Thein and seconded by Dwight Mulder to approve the accounts payable.
Motion carried.

Discussion continued on the public hearing for the tax abatement request by Kay's Processing, LLC.
As no additional public comment was offered.

A motion was made by Mike Thein and seconded by Shirley Klaassen to close the public hearing at 9:55 p.m.
Motion carried.

A motion was made by Shirley Klaassen and seconded by Mike Thein to approve RESOLUTION 10-16
RESOLUTION AUTHORIZING ABATEMENT OF PROPERTY TAXES FOR KAY'S NATURALS.
Motion Carried.

The abatement was approved for \$1,000 per year for 6 years. Total aggregate abatement of \$6,000.

Sara Folsted – Interim City Administrator

- 1) Folsted presented her monthly report.
- 2) Folsted presented the 2010 preliminary budget and levy for consideration.

A motion was made by Shirley Klaassen and seconded by Les Feia to approve RESOLUTION NO. 10-17
RESOLUTION PROPOSING 2010 TAX LEVY, COLLECTIBLE IN 2011.

Motion carried.

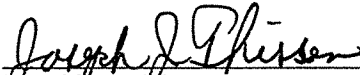
- 3) The final budget and levy will be discussed and approved at the December 14, 2010, City Council meeting after 6:30 p.m.
- 4) At the EDA meeting, the EDA recommended the approval of a loan for \$10,000 to Main Street Fitness for renovations.

A motion was made by Mike Thein and seconded by Les Feia to approve an EDA loan for \$10,000 to Main Street Fitness for renovations.

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder, seconded by Mike Thein, at 10:22 p.m.

Motion carried.



Joe Thissen, Mayor

ATTEST:

Sara Folsted, Interim City Administrator

CITY OF CLARA CITY
CITY COUNCIL SPECIAL MEETING
TUESDAY, SEPTEMBER 27, 2010
4:00 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Joseph Thissen on Tuesday, September 27, 2010 at 4:00 p.m. in the Council Chambers of City Hall.

Present: Les Feia Joseph Thissen Shirley Klaassen
 Mike Thein Dwight Mulder

Absent: None


Also present: Sara Folsted Ann Jaenisch

Mayor Joseph Thissen called the meeting to order at 4:00 p.m.

**A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda.
Motion carried.**

Bids for shingling Prairie Park Place were reviewed. After discussion, a motion was made by Mike Thein and seconded by Shirley Klaassen to approve the low bid for labor to Cronen Construction at \$33,541.37 and the low bid for materials to South Side Lumber at \$50,749.10.
Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Mike Thein, seconded by Dwight Mulder, at 4:15 p.m.
Motion carried.



Joseph Thissen, Mayor

ATTEST:

Sara Folsted, Interim City Administrator

CITY OF CLARA CITY
CITY COUNCIL
REGULAR MEETING

Tuesday, October 12, 2010
City Hall

This Regular Meeting of the City Council of Clara City was called to order by Mayor Joseph Thissen on Tuesday, October 12, 2010 at 6:30 PM in the Council Chambers of City Hall in Clara City, MN.

Members present: Joseph Thissen, Les Feia, Shirley Klaassen, and Mike Thein.

Members absent: Dwight Mulder.

Staff present: Windy Block (City Administrator), Sara Folsted (Interim City Administrator), Judy Gosseling (Deputy Clerk), Ralph Bradley (Police Chief), Ann Jaenisch (Housing Manager of Prairie Park Place), and Mike Stordahl (Administrator of Clara City Care Center).

Also present: John Sellner, City Attorney (6:45 pm), John White, Editor--Clara City Herald.

Upon consideration of approving the agenda, *it was moved by Klaassen and seconded by Thein to approve the agenda with the removal of the "Clinic Roof Bids" agenda item and the addition of agenda items for the consideration of:*

- 1) the setting the date for a special meeting, and*
- 2) discussion of the Halloween celebration, and*
- 3) approving an exclusion from PERA for the City Administrator and the use of an alternate retirement plan in its place.*

The motion carried unanimously.

Mayor Thissen asked about Council's consideration of the consent agenda, including the Regular Meeting Minutes of September 14, 2010, the Special Meeting Minutes of September 27, 2010, and the approval of Land Use Permits as recommended by the Planning Commission from their October 6, 2010, meeting. Hearing no requests for any items to be pulled for individual consideration, *it was moved by Thein and seconded by Klaassen to approve the consent agenda. The motion carried unanimously.*

Under the "Citizen Petitions, Requests and Concerns" section of the agenda, Mayor Thissen recognized Todd and Lisa Osthus, 322 Third St. SW, who approached the City Council with a completed "Citizen's Complaint/Concern" form dated October 15, 2010. The topics included: snow plowing and removal policy, city-employee activities and overall accountability, city-worker's personal use of city-owned facilities, city vehicle purchasing policy, employee coffee-break abuse, and overall city cleanliness. They also thanked for an asphalt patch in front of their home and for the Public Works Department's filling of a hole. It was noted that this complaint had been delivered to City Hall earlier in the day. Mayor Thissen next recognized Dennis Ammermann, 418 NW 2nd Ave., who expressed displeasure with a recent

ticket incident with the Clara City Police Department and about a letter he had submitted on February 3, 2010 and had not received an adequate response. Chief Bradley clarified the ticket incident and Mr. Ammermann appeared to be satisfied with the ticket incident.

Mike Stordahl, Administrator for the Clara City Community Care Center, presented his monthly report, dated October 12, 2010. The subjects of the report included:

- 1) The reporting of an August 2010 monthly profit of \$22,576 and yearly total profit of \$142,288.
- 2) A current census population of 66 residents.
- 3) Information about the hail damage (approximately \$5,000) from the storm on June 25, 2010.
- 4) An update on the timing of the feasibility study from the accounting agency.

Following further discussion, *it was moved by Thein and seconded by Feia to approve the repair of the hail damage from the June 25, 2010 storm via the staff's selection of the most cost-effective and timely of the three quotes received. The motion carried unanimously.* In the continuing discussion and comment, Councilor Klaassen mentioned her appreciation for having the handicap access improved and Councilor Thein expressed his concerns about making any future additions look less ugly when added to the current facility.

In an effort to limit the amount of billable time that City Attorney John Sellner would need to charge for his services this evening, Mayor Thissen placed the issue of the Immanuel Lutheran Church Geothermal Agreement before the Council for their consideration. Mr. Sellner reviewed his prepared document and answered questions regarding its content. Mr. Gerald Kleene was present and verified the church's desire to move forward with the project. He indicated that he would be eager to get the signatures of the required parties. Following discussion, *it was moved by Thein and seconded by Klaassen to approve the agreement as drafted and to authorize its execution. The motion carried unanimously.* Following that action, Mr. Sellner excused himself from the remainder of the meeting.

Ann Jaenisch, Housing Manager of Prairie Park Place, presented her oral management report. She reported that the re-shingling and re-siding would not be done until spring 2011 and that she was hoping that no more sprinkling issues would be developing anytime soon. No action was required.

Police Chief Ralph Bradley presented his written monthly report for September 2010 and corrected the tabulations shown to reflect new totals of 132 calls and 76 traffic stops. Bradley also introduced a PERA Resolution for consideration of passage. If adopted, it would enhance the prospect of employing Richard Shamla as a Part-time police Officer. Following further discussion, *it was moved by Feia and seconded by Thein to approve Resolution No. 2010-018 "Authorizing Participation in the PERA Police and Fire Plan." The motion passed unanimously.*

There was no monthly report to consider from the Public Works Department. Also, staff noted that the bids for a new clinic roof were not yet fully ready for Council's consideration. No action was required.

Deputy Clerk Judy Gosseling stated that she had no issues upon which to report and that there also were no Small Cities Grant Approvals needing Council's consideration. Hence, no action was required.

Administrator Block presented two petitions for the removal of sidewalk. They included Lloyd and Rhonda Hasbrook, 222 1st Street SW, and Harvey Durham, 210 1st Street SW. The two removal projects were deemed to be compatible. Following discussion, *it was moved by Klaassen and seconded by Thein to approve the two petitions subject to all final signatures being secured. The motion carried unanimously.*

The renewal of the 2011 Group Health Insurance Plan, as insured through Blue Cross and Blue Shield of Minnesota, was next placed under consideration. Interim Administrator Sara Folsted explained that the policy should be renewed using a non-grandfathered status. Following further discussion, *it was moved by Thein and seconded by Feia to approve the renewal of the City's 2011 Blue Cross and Blue Shield Plan of Minnesota Health Insurance Plan under a non-grandfathered status. The motion passed unanimously.*

The next item of business involved the desire of the new City Administrator, Windy Block, to not participate in PERA, but rather, to utilize an alternate pension plan. In order to accomplish that, the first step involved the City Council's approval of approving the request of Winthro C. Block for exclusion from PERA membership, as defined in the Minnesota Statutes, Section 353.028, Subd. 1. Following discussion and assurances that the cost would be neutral, *it was moved by Thein and seconded by Klaassen to approve Resolution No. 2010-019 "Approving the Exclusion of Winthro C. Block from PERA Membership." The resolution was unanimously adopted.* The second step involved certifying the City's desire to participate in an alternative retirement plan for Winthro C. Block, City Administrator. Following discussion, *it was moved by Thein and seconded by Feia to approve Resolution No. 2010-020 "Approving the City's Participation in an Alternative Retirement Plan for Winthro C. Block." The resolution was unanimously adopted.* Staff advised the Council that there are additional steps yet to be taken and that they will pursue the implementation.

Staff also reported that the Variable Frequency Drive (VFD) had failed at the Main Lift Station and was in the process of being replaced at an estimated cost of \$10,539. Staff was also attempting to recoup the loss through an insurance claim. No action was necessary.

The subject of when the community should celebrate the Halloween festivity was next discussed. Inasmuch as Halloween was falling on a Sunday evening, it was questioned as to whether the date for traditional Halloween activities ought to be changed. Following a brief discussion, it was the consensus of the City Council to leave it as it is—which is to encourage the community to celebrate on the regular date of Sunday, October 31st. No further action was deemed necessary.

The next item involved the discussion of setting a special meeting to address performance concerns within the Public Works Department. The citizen complaints that had surfaced earlier in the evening were cited as being indicative of the need for such a meeting. Councilor Klaassen added her concerns about an unfinished ceiling tile project in the Public Library, deteriorating park furniture, and seriously faded stop signs. Councilor Thein added his

concerns about pool issues and other more recent events and issues. Administrator Block inquired as to whether this evaluation was about the Public Works Department as a unit or about one person in particular? The consensus answer received was that it was about one person—the Public Works Department Head, Roger Knapper. Following further deliberation, *it was moved by Thein and seconded by Klaassen to set a closed meeting for November 1, 2010, at 1:00 PM, in the City Hall Chamber, for the purpose of evaluating the performance of Roger Knapper, Public Works Director. The motion passed unanimously.*

Under the Mayor and Council Committee Reports, each member was afforded the opportunity to share information about any ongoing committee work that they may be involved with. As a part of this phase of the agenda, it was revealed that the recent meeting of the Economic Development Authority (EDA) had produced a recommendation that required the City Council's consideration. At issue was the need to unwind the relationship between the City and Larry Ginsmore (dba Traditions Management of Clara City LLC) concerning Ginsmore's proposed development of assisted living units as an attached facility to the Clara City Care Center. The EDA is recommending a settlement strategy for the City's consideration. Following a discussion, *it was moved by Thein and seconded by Klaassen to approve the EDA's recommendation that Gene Wenstrum be empowered to negotiate on behalf of the City with Larry Ginsmore in an effort to finalize the costs owed by the City to Ginsmore, in an amount not to exceed \$25,000. The motion passed unanimously.*

Other matters discussed during this phase of the agenda included the Council's desire to revisit at the earliest opportunity the assessment policy for public improvements, the City's long-term and short-term goals and strategies, the shipping status of the recently ordered generator, and the progress of the water meter replacement program.


Deputy Clerk Gosseling presented a prepared list of accounts payable through October 12, 2010. After a review and questions by the Council, *it was moved by Thein and seconded by Feia to approve the total roster of accounts payable in the amount of \$134,718.43, which includes checks #12317 through #12386. The motion was unanimously adopted.*

Hearing no further business, *it was moved by Thein and seconded by Klaassen that the meeting be adjourned. The motion was adopted unanimously and Mayor Thissen declared the meeting to be adjourned at 8:30 P.M.*

SIGNED BY:


 By: Joseph Thissen, Mayor

ATTEST:


 By: Windy Block, City Administrator

CITY OF CLARA CITY
CITY COUNCIL
SPECIAL MEETING

Monday, November 1, 2010
City Hall

A Special Meeting of the City Council of Clara City was called to order by Mayor Joseph Thissen on Tuesday, November 1, 2010 at 1:00 p.m. in the Council Chambers of City Hall.

Members present: Joseph Thissen, Les Feia, Shirley Klaassen, Mike Thein, and Dwight Mulder.

Members absent: none.

Staff present: Windy Block, City Administrator and Judy Gosseling, Deputy Clerk.

Also present: John Sellner, City Attorney, John White, Editor of the Clara City Herald, Chip Goeman, Amy Doll, Leann Knapper, Roger Knapper, Rev. Don Plantinga, Lowell Schwitters, Ann Jaenisch, Gerald Asche, Jeff Asche, Kari Asche, Marilyn Andresen, Lane Schwitters, Amy Schwitters, Galen Gerdes, Ralph Bradley, Tim Bergeland, Tom Swyter, Marv Garbe, Stacy Tufto, Richard Shamla, David Olson, Ryan Slagter, Ron Thomton, Todd Henker, and David Berryman.

A motion was made by Mike Thein, seconded by Shirley Klaassen, to approve the agenda. Motion carried unanimously.

There were no meeting minutes or a consent agenda to take any action on.

Upon a request by Mayor Thissen for the "Appearance of Interested Citizens," no one requested to be recognized. Staff noted that there was a recommended document available entitled "Meeting Etiquette for Appearance of Interested Citizens" that should be observed during this portion of the agenda. No action was necessary.

There were no "Reports from Officers, Boards and Committees," "Reports from Staff and Administrative Officers," "Public Hearings," "Ordinances and Resolutions," or "Unfinished Business" to consider.

Next, Mayor Thissen announced that the only item of "New Business" was the "consideration of closing the public meeting for the purpose of evaluating the performance of an employee subject to the control of the City." Mayor Thissen also announced that the employee under consideration was Roger Knapper, Public Works Director. Prior to seeking a motion to actually close the public meeting and to go into closed session, Mayor Thissen inquired of Mr. Knapper, as required by law, as to his wishes for either having his evaluation closed or open to the public? Mr. Knapper response was that it was his desire to have the evaluation session open to the public. Hence, there was no need to close the public meeting.

As such, Mayor Thissen then requested that Administrator Block provide appropriate background information to the full City Council regarding this evaluation. In response, Block introduced two

documents into the record. The first was a letter delivered on November 1, 2010 from Lloyd "Butch" Hasbrook to the City Council. The second was a Memorandum, dated November 1, 2010, from the City Administrator Block addressing the issue of evaluating the performance of Roger Knapper, an employee subject to the control of the City. Block reviewed his "memorandum" for the Council which covered background, the bottom-line question, and his findings and recommendation. Block closed with his recommendation that the City Council, in light of the facts, proceeds no further with this evaluation of Roger Knapper, and instead, that the City Council observe the role of the City administrator, whose job description includes: "The supervision of all City Staff directly or indirectly through subordinate supervisors to include authority for personnel actions such as interviewing and recommending hire; training; scheduling, assigning, and reviewing work; recommending suspension, discipline, and discharge; and rewarding and evaluating employee performance. Also, that the City Administrator oversees and coordinates all personnel actions subject to the City council on hiring, severe disciplinary action, and dismissal."

At that point in the meeting, Mayor Thissen inquired as to what thoughts each of the City Councilors had regarding the purpose of this meeting. Councilor Thein volunteered that he had simply hoped to have a good discussion about such topics as the security of the water treatment plant, policy for utility cut in the public streets, and the job description of the Public Works Director. He offered that he had absolutely no intentions of trying to "fire" Mr. Knapper as he had heard "on the street."

Councilor Feia stated that while he had had reservations about having such a meeting from the get-go, he had agreed to go along with it as part of a team. However, he now wondered why they were even there and believed that such a session was simply not a good idea. He also cautioned the audience that not everyone was going to like each other, and urged all sides of the issue to step back and to learn to appreciate each other more.

Councilor Klaassen suggested that she would still prefer to have a work session of some sort during which job descriptions could be reviewed more intently. She also questioned the mention of her name and alleged actions in the previously mentioned Hasbrook letter and suggested that they were both erroneous and misleading.

Councilor Mulder offered that he saw nothing of substance in this situation over which to have such a meeting and believed it to be a complete waste of time, particularly for those, such as himself, who had to take valuable time away from work in order to attend.

Mayor Thissen provided several positive comments about the job performance of Knapper. He further opined, while no one person is ever perfect, that Roger Knapper was still the best man for the position.

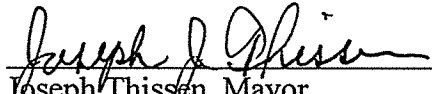
Next Mayor Thissen turned to the audience and inquired if anyone in the audience cared to briefly address the City Council regarding this matter. Comments supportive of Roger Knapper were offered by Pastor Donald Plantinga, Dave Berryman, PE, Chippewa County Sheriff Stacy Tufto, Deputy Sheriff Richard Shamla, Marv Garbe, Chippewa County Emergency Management Director, and others. Ralph Bradley, Clara City police Chief, respectfully requested that the City Council simply follow the policies and procedures that are already in place and to stop micromanaging the staff. He advocated strongly for working together as a team.

Mayor Thissen then recognized Amy Doll, Attorney, Morris, MN, who stated that she was in attendance to represent her client, Roger Knapper. She gently chided the Council that this type of

meeting was not an appropriate process or venue for dealing with the issue at hand. She strongly encouraged the Council to follow the rules and policies that were already in place and to carefully avoid any appearances of micro-managing. She encouraged the Council to avoid any future counter-productive meetings such as this one and suggested that they leave employee evaluation up to the City Administrator.


At that point, Mayor Thissen surmised from the Councilors that the proposed evaluation of Roger Knapper should not be conducted as initially thought, but rather that the City Administrator should be afforded adequate time to do his assigned tasks, including the evaluation of Roger Knapper. He thanked those persons in attendance for taking their time to come to the meeting, and requested a motion for adjournment from the Council.

Upon a request from Mayor Thissen for a motion to adjourn, **it was moved by Klaassen and seconded by Feia that the meeting be adjourned. The motion was adopted unanimously and Mayor Thissen declared the meeting to be adjourned at 1:47 pm.**



Joseph Thissen, Mayor

ATTEST:



Windy Block, City Administrator

**CITY OF CLARA CITY
CITY COUNCIL
REGULAR MEETING**

**Tuesday, November 9, 2010
City Hall**

This Regular Meeting of the City Council of Clara City was called to order by Mayor Joseph Thissen on Tuesday, November 9, 2010 at 6:31 PM in the Council Chambers of City Hall in Clara City, MN.

Members present: Joseph Thissen, Les Feia, Shirley Klaassen, and Dwight Mulder.

Members absent: Mike Thein (excused).

Staff present: Windy Block (City Administrator) and Judy Gosseling (Deputy Clerk).

Also present: John White, Editor--Clara City Herald, Bernie Frey, John Cashman, Jeff DeGrote, Sister Carole Freking, Randall Rethlake, Carol Williamson, and John Guertz.

Upon soliciting changes in consideration for the approval of the agenda, *Mayor Thissen declared the agenda to be approved with the addition of the following agenda items:*

1. *Item 11 (K)—Consideration of bids for the installation of a new roof on the Clara City Clinic building.*
2. *Item 11(L)—Consideration of an "Agreement & Mutual Release of All Claims" between the City of Clara City and Larry Ginsmer, Premier Development, Inc. and Traditions of Clara City, LLC.*
3. *Item 11 (M)—Consideration of a personnel issue appeal by Jeff DeGrote, Assistant Public Works Director.*
4. *Item 11 (N)—Consideration of approving the bills paid by the Clara City Care Center for the period of March 1, 2010 through September 30, 2010.*
5. *Item 11 (O)—Consideration of approving the construction permits for the period of October 13-November 3, 2010 as recommended by the Planning Commission.*

Upon a request by Mayor Thissen for consideration of the minutes of the last regular meeting, *it was moved by Mulder and seconded by Feia to approve the Minutes of the Regular Meeting of October 12, 2010. The motion carried unanimously.* Upon Mayor Thissen's request for consideration of the minutes of the last special meeting, *it was moved by Feia and seconded by Mulder to approve the Minutes of the Special Meeting of November 1, 2010. The motion passed unanimously.*

Mayor Thissen asked for Council's consideration of the consent agenda, including the Clara City Police Department's October 2010 Report, The Public Works Department's Report dated November 9, 2010, and The Clara City Care Center's Report dated November 9, 2010. Hearing no requests for any items to be pulled for individual consideration, *it was moved by Mulder and seconded by Klaassen to approve the consent agenda. The motion carried unanimously.*

Under the "Appearance of Interested Citizens" section of the agenda, no one requested to be recognized.

As a matter of professional courtesy to the attending representatives, Mayor Thissen requested that "Agenda Item 11 (G)" be considered at this time. The Council had no objections. Hence, Mayor

Thissen called for the consideration of approving a “Conditional Use Permit (CUP)” for Caring Bridge ALC, 324 Wicklow Place, Owatonna, MN in their quest to develop “rental apartments” at 423 N. Main St. Staff reviewed for Council the process and results of the Planning Commission’s Public Hearing that had been held on November 3, 2010, during which the Planning Commission unanimously recommended approval with conditions. The Mayor recognized John Cashman, Executive Director, and Bernie Frey, Board Member, who were present representing Caring Bridge. Cashman explained that Caring Bridge was a 501 (c) (3) entity that was launched in 2007. He stated that their goals included being a good member of the community and a business that marketed mainly to retirees world-wide. In response to questions, Cashman responded that Caring Bridge would be conducting background checks and screenings of their renters, that renters will pay for their electric heat, that an onsite manager will be retained, and that Caring Bridge will be the owner of record of the property. Cashman further explained that a second phase will occur once the first phase is completed and rented and they can then refinance and begin the next ten units. In response to a question regarding the four conditions attached to the CUP as recommended by the Planning Commission, Mr. Cashman indicated that they were fully acceptable. Following further discussion, *it was moved by Feia and seconded by Mulder to approve the “Conditional Use Permit” (CUP) for “rental apartments” by Caring Bridge at 423 N. Main Street subject to the following conditions: 1) This CUP is only applicable to the four apartment units currently under construction, including one 1-bedroom, two 2-bedroom, and one 3-bedroom units; 2) The required minimum parking requirements for these four apartment units must be fully satisfied with off-street parking on the same site that is compliant with the Clara City Zoning Code; 3) The number of residents per unit must be in conformity with other city, state, and/or federal housing code limitations—overpopulation must be avoided; and 4) There is no penalty to be assessed for this application regarding the developer’s failure to apply for the CUP prior to starting construction. However, a stern letter of warning to the developer is to be issued warning them that any future violations may be treated as assessable violations. The motion carried unanimously.*

The Council had no questions regarding the information from boards and committees as reported by the Planning Commission Minutes for the October 6, 2010, and November 3, 2010 meetings and the EDA Minutes from the October 12, 2010, and November 8, 2010 meetings. No action was required.

Staff briefly shared that there may need to be some additional discussion by the City Council regarding changes and procedures that should be addressed as a result of the recent General Election results. No action was required.

There were no public hearings, ordinances, or unfinished business to deal with.

Under new business, the Council convened as a “canvassing board” to canvass and approve the results from the General Election as held on November 2, 2010. The canvassing report of Deputy-Clerk Judy Gosseling was considered. Following discussion, *it was moved by Klaassen and seconded by Mulder to approve Resolution No. 2010-021 “Certifying the Official Results from the General Election of November 2, 2010.” The motion carried unanimously.*

Per the “Clara City Snow Removal Policy,” as adopted January 12, 2010, the Public Works Department has completed its annual review and is recommending that the third paragraph of Section 7 “Work Schedule for Snowplow Operators” (page 4) be stricken from the policy. Staff commented that the language recommended for striking was contrary to the best practices of “chain-of-command” and should be removed. *It was moved by Mulder and seconded by Feia to approve the amendment of the policy, dated November 9, 2010, to include the removal of the cited paragraph as described above. The motion carried unanimously.*

The next order of new business involved the consideration of approving the assessment role for unpaid refuse bills payable to West Central Sanitation and certifying them to the Chippewa County Auditor for assessment against the appropriate real estate parcels. Carol Williamson of West Central Sanitation was present to answer any questions. None of the delinquent account holders asked to be recognized. Following a brief discussion, *it was moved by Feia and seconded by Mulder to approve Resolution No. 2010-022 "Adopting the Assessment Role for Unpaid Refuse Bills Payable to West Central Sanitation and Ordering Their Assessment to the Property Tax Roll." The motion carried unanimously.*

Based on the Information Update, dated November 9, 2010, from Mike Stordahl, Administrator of the Clara City Care Center, the Council is being asked to consider approving the purchase of an automated emergency defibrillator (AED) in order to enhance the mission of the Center. Following a short discussion, *it was moved by Mulder and seconded by Klaassen to approve the purchase of an AED by the Clara City Care Center at an estimated cost of \$1,800. The motion carried unanimously.*

The next order of new business involved the consideration for approving two liquor license renewal applications. The first application was that from Kegger's Bar & Grill. *It was moved by Mulder and seconded by Feia to approve the application by Kegger's Bar and Grill for an On-and-Off Sale Liquor License pending the receipt of the required insurance information. The motion carried unanimously.* The second application was that for an Off-Sale 3.2% Beer license from Kwik-n-Ezy. *It was moved by Feia and seconded by Mulder to approve the application by Kwik-n-Ezy for an Off-Sale 3.2% Beer license. The motion carried unanimously.*

The Council then took up the consideration of a rezoning request as received from Farmers Co-op Oil Company that would enable them to construct five "seed bins" on property owned by the Co-op at 200 Highway 23 in Clara City. A public hearing had been held by the Planning Commission on November 3, 2010, and the rezoning had received their unanimous approval. Staff provided a review of the request and relevant policy. Following further consideration, *it was moved by Klaassen and seconded by Mulder to approve the rezoning of Lots 1 and 2, Farmers Elevator Addition, and Lots 1 and 2, Block A, 2nd South Side Addition, from the current "B-2 Highway Business District" designation to an "I-1 General Industrial District" designation. The motion passed unanimously.*

The next order of business was the consideration of a variance request as received from St. Clara Catholic Church for relief from the screening requirements in the zoning code for their parking lot which is located at 326 N. Main Street. A public hearing had been held by the Planning Commission on November 3, 2010, and the variance had received their unanimous approval. Staff provided a review of the request and relevant policy. Sister Carole Freking was present to offer the Church's rationale for the request. Following discussion, *it was moved by Mulder and seconded by Klaassen to approve the variance request of St. Clara Catholic Church for full relief from the screening requirements of Zoning Code Section 154.14, Subdivision E (4). The motion passed unanimously.*

The Council then considered a variance request as received from Pat Goblisch for relief from the maximum height requirements in the zoning code for her new accessory building which is located at 222 NE 5th Avenue. A public hearing had been held by the Planning Commission on November 3, 2010, and this variance application had received their unanimous approval. Staff provided a review of the request and relevant policy. Following further consideration, *it was moved by Mulder and seconded by Feia to approve the variance request of Pat Goblisch for relief from the 16 ft. maximum height requirement under Zoning Code Section 154.13, Subdivision F (3) regarding the construction of an accessory building at 222 NE 5th Avenue. The variance is not to exceed 3 feet beyond the stated maximum height. The motion passed unanimously.*

Next on the agenda was consideration for the implementation of a 457 Retirement Plan under the auspices of the ICMA Retirement Corporation for the benefit of City Administrator Block who has requested and been approved not to be covered under PERA. Following a briefing on the process, *it was moved by Klaassen and seconded by Feia to approve Resolution No. 2010-023 "Adopting the Use of the ICMA Retirement Corporation Deferred Compensation Plan and Trust" and authorizing its execution. The motion was adopted unanimously.*

The first of the added agenda items was the consideration of awarding the winning bid for the construction of a new roof on the Clara City Clinic Building. A Staff Report, dated November 9, 2010, was presented that outlined the bids that had been received and staff's recommendation that a pitched roof should be selected. It was also noted that any necessary plumbing and HVAC work resulting from the roof construction would be the responsibility of the owner of the building—the City. Following further discussion, *it was moved by Feia and seconded by Klaassen to approve the award for the construction of a new pitched roof on the entire Clara City Clinic Building, including the entryway, to Heiling Construction, Inc. for the total amount of \$22,190.00. The motion carried unanimously.*

The second item of added business involved the consideration for the approval of an "Agreement & Mutual Release of All Claims" document as drafted by City Attorney John Sellner for use in finalizing the termination of any contractual arrangements by and between the City of Clara City and Larry Ginsmer. Staff explained that the agreement included a "Mutual Release" agreement by both parties, a "Bill of Transfer of Plans, Drawings and Technical Specifications" from Ginsmer to the City, and a payment in the sum of \$20,000 from the City to Ginsmer. Following further discussion, *it was moved by Feia and seconded by Klaassen to approve the use and execution of the document as drafted. The motion carried unanimously.*

At the request of Administrator Block, Mayor Thissen recognized Jeff DeGrote, Assistant Director of the Public Works Department. DeGrote verbalized his decision to terminate employment with the City of Clara City and to accept employment with the City of Cokato as its Director of Public Works. He shared that his search for new employment had only evolved as a direct result of all of the recent negative attacks against the City's staff, particularly those most recently against the Public Works Department. He stressed that these unwarranted attacks simply had to stop! He then requested that consideration be given to rewarding him with a benefit of cash for some portion, if not all, of his unused sick leave time. Staff opined that such a request appeared to be outside of the realm of past practice. DeGrote countered that he believed the payout that was done for a Willard Bush in about 1991 may suggest otherwise. Staff suggested that in light of this recent request and a Notice of Status Quo as just received from the BMS on this day, that the City Council take no additional action until staff has had an opportunity to investigate and prepare an analysis for the City Council's consideration at a future meeting. Staff reminded DeGrote of the need for receipt of a written resignation from DeGrote for adequate compliance with the City's policies on termination. Mayor Thissen thanked DeGrote for his years of service and suggested to him that the City's staff would be preparing an analysis of the request for the Council's future consideration. No action was taken.

Another item under the new business section involved the consideration for the approval of the check register for the Clara City Care Center for the period from March 2010 through September 2010. Following a period of time for the review of the entire register by each Councilor and some additional discussion, *it was moved by Mulder and seconded by Feia to approve the check register for the Clara City Care Center for the period of March 1, 2010 through September 30, 2010, in the total amount of \$2,702,604.90, which includes check #38364 through check #38823. The motion carried unanimously.*

Upon consideration under new business of a recommendation from the Planning Commission for the approval of "Construction Permits," *it was moved by Klaassen and seconded by Feia to approve the "applications for construction permit" and to grant the issuance of a permit for the following:*

- 1) *Ione Thang, 711 N. Division St.—\$5,000—Re-shingle house—Dan Niemeyer.*
- 2) *Clara City Care Center, 1012 N. Division St.—\$5,000—Re-shingle Dining Hall area—Gary Bedel.*
- 3) *Stanley Barney, 527 N. Division St.—\$5,000—Re-shingle house—Gary Bedel.*
- 4) *Chris Wiebe, 926 4th St. NW—\$5,000—Re-shingle house—Homeowner.*
- 5) *Joan Wolf, 739 N. Division St.—\$8,000—Re-shingle house—Thomas Ochs Construction.*
- 6) *Joe Klaassen, 223 S.E. 1st St.—\$3,700—Re-shingle house—Joe Schlagel (Home & Yard).*


The motion passed unanimously.

Deputy Clerk Gosseling next presented a prepared list of accounts to be paid through November 9, 2010. After a review and questions by the Council, *it was moved by Mulder and seconded by Klaassen to approve the total roster of accounts payable in the amount of \$218,139.17, which includes checks #12387 through #12476. The motion was unanimously adopted.*

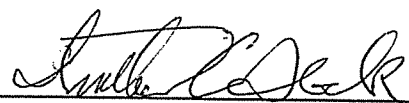
Mayor Thissen then announced the receipt of two notices from the Bureau of Mediation Services (BMS), State of Minnesota, entitled "Maintenance of Status Quo Order." The two notices inform the City that petitions have been received by the BMS, dated November 3, 2010, requesting certification as exclusive representative for collective bargaining purposes by AFSCME Council 65, Nashwauk, MN. The notices also order that all parties are to preserve existing conditions and promote a free and fair environment for the resolution of the question of representation. Staff was asked to make copies for each of the Councilors as well as to implement the posting of the notices as required. No additional action was required.

Hearing no further business, *it was moved by Mulder and seconded by Klaassen that the meeting be adjourned. The motion was adopted unanimously and Mayor Thissen declared the meeting to be adjourned at 8:37 P.M.*

SIGNED BY:


By: Joseph Thissen, Mayor

ATTEST:


By: Windy Block, City Administrator

CITY OF CLARA CITY
CITY COUNCIL
REGULAR MEETING

Tuesday, December 14, 2010
City Hall

This Regular Meeting of the City Council of Clara City was called to order by Mayor Joseph Thissen on Tuesday, December 14, 2010 at 6:30 pm in the Council Chambers of City Hall in Clara City, MN.

Members present: Joseph Thissen, Les Feia, Mike Thein, Shirley Klaassen, and Dwight Mulder.

Members absent: none.

Staff present: Windy Block (City Administrator) and Judy Gosseling (Deputy Clerk).

Also present: City Attorney John Sellner, Lisa Osthus, Todd Osthus, Dennis Ammermann, Commissioner Jeffrey Lopez, Jim Gilman, Tracy Thoma,, Mike Stordahl, Ann Jaenisch, John Guertz and Gary Stutelberg.

Upon soliciting changes in consideration for the approval of the agenda, *it was moved by Thein and seconded by Klaassen that the agenda to be approved with the addition of the following agenda items:*

1. *Item 11 (K)—Consideration of clarifications to the Snow Removal Policy.*
2. *Item 11(L)—Consideration of the feasibility study results for a proposed expansion project at the Clara City Care Center.*
3. *Item 11 (M)—Consideration of appointments for the 2011 Officers of the Clara City Fire Department.*
4. *Item 11 (N)—Consideration of approving an application for lawful gambling by Hawk Creek Ducks Unlimited.*

The motion was passed unanimously.

Upon a request by Mayor Thissen for consideration of the minutes of the last regular meeting, *it was moved by Mulder and seconded by Thein to approve the Minutes of the Regular Meeting of November 9, 2010. The motion carried unanimously.*

Under the "Appearance of Interested Citizens" section of the agenda, Mayor Thissen recognized the following parties who presented their concerns and comments:

1. Dennis Ammermann was recognized first. He championed the concept that the City Council could save \$100,000 or more by making cuts to employee wages and benefits, such savings to be multiplied over a period of years. He also questioned the recent resignation of City employee Jeff DeGrote and what the newspaper story really was reporting. Finally, he was questioning the mileage on city PWD vehicles given the small footprint of Clara City.
2. Lisa Osthus was recognized next and questioned the plugged streets from snow that had occurred during a recent snowfall event. She noted that she had become stuck and expressed her dismay that the plowing of streets was not more like that of past years when things were done much better, at least to her way of thinking. She also asked about the possible job

opening and process for filling it in the Public Works Department. She questioned the Council about the lack of adequate snow removal from fire hydrants and their flagging. She communicated her dismay that the minutes of City Council meetings were not being printed in the local newspaper. She also asked as to what the City Council could do about improving the overall reporting and articles in the local newspaper. Ms. Osthus then indicated that she had compiled a list of several area cities that employed only one employee and were doing much better, in her mind, than Clara City is. Councilor Thein requested a copy of that research. Osthus also urged the Council to invest in a finger-print time clock and GPS system as a means of tracking employee start/finish times and work location. Finally, she closed with the presentation of a \$75.00 bill to the City for being stuck on city streets during a recent snow event on December 7, 2010.

As the clock now showed 7:00 pm, Mayor Thissen asked for Council's consideration for the opening of the Public Hearing to receive the public input and testimony regarding the City's proposed budget for 2011 and the proposed tax levy for 2010, collectible in 2011, in the amount of \$609,914. *It was moved by Thein and seconded by Klaassen to open the public hearing on the "Truth In Taxation of Taxes Payable in 2011." The motion carried unanimously.*

Upon the Chair's request for public comment, none were noted, and the consensus of the Council was to leave the public hearing open for an additional period of time during this meeting to see if other information and commentary might be brought forward.

Returning to the regular agenda, the Council next considered the "Notices and Communications." Staff noted that the League of Minnesota Cities (LMC) will be hosting their 2011 Leadership Conference for both newly elected and experienced Council members at a variety of times and places during January and February 2011. They requested that any interested Councilors to please let staff know as soon as possible so that the registrations might be completed on a timely basis.

The next item was the "Consent Agenda." *It was moved by Klaassen and seconded by Thein to approve the consent agenda which consisted of the following "Construction Permits" as recommended by the Planning Commission:*

- 1) *Duane Sweep, 1115 N. Division St.—Re-shingle and re-side house—\$16,000—Dan Cronen Construction.*
- 2) *Tim Sabe, 126 NE 6th Ave.—Re-shingle house and garage--\$5,000—Self.*
- 3) *George Hagemayer, 611 NE 1st St.—Re-shingle house--\$5,000—Gary Bedel Construction.*
- 4) *Pauline Freiborg, 705 NW 6th Ave.—Re-shingle house, garage, and storage shed--\$7,000—Jeff Koenen Construction.*
- 5) *James Thoma, 712/716 NW 5th St. (duplex), 1010 Wachtler Ave. (4-plex), and 1014 Wachtler Ave. (6-plex)—Re-shingle all units and attached garages, if any--\$50,000 (commercial)—Joe Schlagel (Home & Yard Construction).*
- 6) *U.S. Post Office Bldg., 218 Center Ave. NW—Re-shingle an existing pitched roof with asphalt shingles--\$12,000 (commercial)—Maverick Construction.*

The motion passed unanimously.

Staff noted that the meeting minutes for the Planning Commission's Regular Meeting of December 1, 2010, the EDA's Regular Meeting of November 8, 2010, and the EDA's Special Meeting of November 12, 2010, were attached for informational purposes only. No action was required.

As a matter of professional courtesy to the attending representatives, Mayor Thissen requested that "Agenda Item 11 (C)" be considered at this time. The Council had no objections. Hence, Mayor

Thissen called for the consideration of receiving the auditing report of the September 30, 2010, Financial Statements for the Clara City Care Center Enterprise Fund. The Mayor recognized Jim Gilman, CPA, Conway, Deuth & Schmiesing, PLLP, who presented an overview of the auditing results and the associated memorandum. Copies of the reports and memorandum were provided to each Councilor and to staff. Mr. Gilman noted that the financial health of the Care Center is generally very good and that its patient day numbers remain positive. He applauded management of the Center for doing a very good job. He expressed caution that the Care Center will need to remain vigilant as to new opportunities due to the increasing competition that exists in the market place today. The updating of facilities and advertising were specifically mentioned as strategies to be highly considered. He specifically highlighted the potential that was possible with the proposed expansion project that includes additional private pay single rooms and a new medical clinic facility. Gilman also advocated for the reinstatement of some form of an Advisory Board, citing the advantages and strengths that such might bring. He suggested a 5-7 member group which would serve as a bridge between the Center and the City Council. Attorney John Sellner also agreed that the strategy of implementing an advisory board was highly recommended from his point of legal review. It was opined by Councilor Thein that finding the appropriate set of skill sets in advisory board members was a challenging but necessary task. It was suggested that perhaps two City Councilors along with the City Administrator could serve as an interim advisory committee until final action on an advisory committee could be accomplished. Finally, Gilman noted that it was important to build upon the recent launching of the Care Center Foundation.

Following further discussion and commentary, *it was moved by Mulder and seconded by Klaassen to acknowledge the receipt of the "Audit of the September 30, 2010 Financial Statements for the Clara City Care Center Enterprise Fund" and the associated "Memorandum of Audit, September 30, 2010," such containing various recommendations regarding findings of the audit. The motion carried unanimously.*

In recognition of Mr. Gilman's expertise and authorship, Mayor Thissen also pulled forward the agenda item "11. (L) Projected Revenue Study for the Proposed 2011 Nursing Home Project." Care Center Administrator Mike Stordahl and Gilman presented an initial introduction of the feasibility study results as had been compiled by Conway, Deuth & Schmiesing, PLLP. Essentially it illustrated a "worse case" scenario that appeared to show that even under such conditions, the project should still be able to cash flow itself. These study results were only for the "Medicare-bed expansion" portion of the project and did not address the "new clinic" portion. It was opined that these two projects ought to be done as separate but coordinated projects. The consensus of the Council was that staff ought to work with Engan Associate Architects to set up a public informational meeting and discussion for sometime in January or February 2011. The Clara City EDA, Clara City Planning Commission, representatives of the Montevideo Clinic, and County Commissioner Jeffrey Lopez should also be invited to attend such a meeting. No further action was taken.

Upon returning to the regular order of the agenda, Mayor Thissen called upon staff to report regarding the consideration of procedural matters as may have been promulgated by the 2010 General Election. A staff report that had been provided as a part of the agenda packet was reviewed. Following a thorough discussion of the alternatives, *it was moved by Thein and seconded by Klaassen to follow a procedure that will provide, given the assumption that a councilor vacancy will be declared on or after January 3, 2011, an ad to be placed in the Clara City Herald on December 22nd and 29th soliciting those residents who may be interested in an appointment to fulfill this unexpired term ending 12/31/2012. Any and all applications must be received by the close of business on Wednesday, January 5, 2011. The City Council will then convene in a special session on Thursday, January 6, 2011, to review the applications and conduct interviews prior to the selection and appointment of the most qualified candidate. The motion passed unanimously.*

The City Council next received and reviewed the December 2010 Staff Reports, both written and verbal, from the Police Department (written by Ralph Bradley), Public Works Department (written by Roger Knapper), Prairie Park Place (verbal by Ann Jaenisch), and the Clara City Care Center (written by Mike Stordahl). No action was required.

The Council then returned its attention to the open public hearing for "Truth in Taxation of Taxes Payable in 2011." Staff presented a PowerPoint slide show called "Budgeting in Tough Times." It reviewed the challenges of finding adequate resources for core services that a City deems important. The show also reviewed the status of property taxes in Clara City, citing the changes that have occurred over the period of 2005-2011. The analysis shows that an inordinate amount of the property taxes is due to the special education referendums that have been previously approved by voters. The analysis compares the annualized percentage change that has occurred in assessed market value, total taxes due, County taxes, City taxes, and School District taxes for a bushel basket of real properties spanning a wide range of values and usage. Also shown was a composite of the projected 2011 budget with a breakdown of proposed program expenses as well as revenues from the tax levy, LGA, and "other sources." Following additional questions and a final call for any public input, *it was moved by Klaassen and seconded by Mulder to adjourn the public hearing for the "Truth in Taxation of Taxes Payable in 2011." The motion was unanimously adopted.*

The Council then considered the budget for 2011 and the tax levy supporting it. Following discussion, *it was moved by Thein and seconded by Klaassen to adopt Resolution No. 2010-024 "Approving the 2010 Tax Levy of \$609,914, Collectible in 2011." The motion carried unanimously.*

In response to and acknowledgement of the new procedures and practices as now required by the Department of Revenue with regard to truth in taxation, *it was moved by Mulder and seconded by Feia to authorize the execution and submittal of "PT Form TNT-2011" which provides the certification that the City followed all of the requirements for the procedures associated with the new truth in taxation rules for taxes payable in 2011. The motion passed unanimously.*

The Council next entertained a report from staff regarding the possible implementation of a new policy that would award payment for unused sick leave to full-time employees who terminate employment with the City in good standing and have at least five full years of accrued service. It was acknowledged during discussion that this may require the City to appropriately fund for a certain level of accrued liability. After a lengthy discussion of the pros and cons, no action was offered and the Chair declared that the issue was dead due to the lack of any motion or support from Council.

Deputy Clerk Gosseling next presented Resolution No. 2010-025 and supporting billing information. Following a few questions, *it was moved by Thein and seconded by Klaassen to approve Resolution No. 2010-025 adopting the assessment roll for unpaid utility bills in the amount of \$2,015.98 payable to the City of Clara City and ordering that the same be forwarded to the Chippewa County Auditor's office for assessment against the appropriate real estate parcels. The motion passed unanimously.*

Deputy Clerk Gosseling then offered the documentation for the write-off of unpaid and uncollectible ambulance bills payable to the City of Clara City. Following the receipt of Gosseling's recommendation for the write-off, *it was moved by Mulder and seconded by Thein to approve the 2010 write-off of \$2,839.99 in unpaid and uncollectible ambulance bills that are payable to the City of Clara City. The motion carried unanimously.*

The next item of business involved the transfer of \$4,340.62 of excess funds from the recently decertified "TIF #2 Account for John Dammermann" into the General Fund Cash Account. Following

questions, *it was moved by Klaassen and seconded by Mulder to authorize the transfer of \$4,340.62 from the TIF #2 Account to the General Fund Cash Account. The motion passed unanimously.*

The next item involved the Deputy Clerk's recommendation to transfer funds from reserves to cover 2010 expenses for certain departments. Following a brief discussion, *it was moved by Thein and seconded by Mulder to approve the transfer of \$3,000 from the Police Reserve Fund to the 2010 General Fund Police Department Account to cover the cost of excess capital outlays. This action will be subject to a year-end review by staff as to the exact amount, but such will not exceed the amount shown. The motion passed unanimously.*

The Deputy Clerk then recommended the transfer of funds from the 2010 General Fund to the Reserve Funds for certain departments. Following a brief explanation, *it was moved by Thein and seconded by Feia to approve the transfer of \$1,000 from the Clerk's General Fund Account, \$15,000 from Government Buildings General Fund Account, \$5,000 from the Fire Department's General Fund Account, \$1,000 from the Park Mower General Fund Account, and \$1,000 from the Pool General Fund Account, all to the Reserve Fund. This action will be subject to a year-end review by staff as to the exact amount, but such will not exceed the amounts shown. The motion passed unanimously.*

Mayor Thissen next requested staff's recommendation regarding the possible hiring process and procedure for filling the position recently vacated in the Public Work's Department by the resignation of Assistant Director Jeff DeGrote. Staff distributed the current job description and recommended that it be modified to reflect more of a lead maintenance person's job description. Councilor Thein had requested further information as to the matrix of time spent by the PWD as a whole on various functions. Staff maintained that this position was the key to the future of this department and that this was not the appropriate time to be cutting back hours. After a lengthy discussion, *it was moved by Mulder and seconded by Feia to approve moving forward with the solicitation of a replacement for the open PWD's position and directed staff to take the necessary actions. The motion passed 3-2 (Mulder, Feia, and Thissen voted in favor of; Thein and Klaassen voted against).*

Upon consideration of making appointments to the Planning Commission, staff explained that the terms of two Commissioners were set to expire on December 31st of this year. They further explained that both of the current Commissioners had expressed their desire to be reappointed. Hearing no testimony to the contrary, *it was moved by Feia and seconded by Klaassen to reappoint George Jaenisch and Jeff Koenen to three-year terms, both scheduled to expire on December 31, 2013. The motion was adopted unanimously.*

Staff noted that the Economic Development Authority was in the process of redoing its By-Laws, and consequently, there would need to be a waiting period before any further appointment action. As such, no action was considered.

Deputy Clerk Gosseling next presented a prepared list of accounts to be paid through November 9, 2010. After a review by the Council, *it was moved by Thein and seconded by Feia to approve the total roster of accounts payable in the amount of \$298,571.29, which includes checks #12477 through #12563. The motion was unanimously adopted.*

The next business item involved the consideration for the approval of the check register for the Clara City Care Center for the period from October 1, 2010 through November 30, 2010. Following a period of time for the review of the entire register by Council and some additional discussion, *it was moved by Thein and seconded by Mulder to approve the check register for the Clara City Care Center for the period of October 1, 2010 through November 30, 2010, in the total amount of \$674446.20, which includes checks #38912 - #39013 and checks #39309 - #39406 (checks #39014 - #39308 were never used). The motion carried unanimously.*

Staff presented a staff report regarding some clarifications to the existing "Clara City Snow Removal Policy." The report detailed the "Priorities and Schedule for the Plowing of Streets." Included was a list of some additional business-type areas that would be treated similarly to the Central Business District as for level of snow removal service. These areas include 1st Street NW between Third Avenue NW and Fourth Avenue NW (both sides) as well as selected individual businesses that are within four blocks of the core Downtown Area. *It was moved by Thein and seconded by Mulder to acknowledge the clarification of the policy as it was most recently amended on November 9, 2010. The motion carried 4-0-1 (Thein, Feia, Thissen, and Mulder voted in favor; Klaassen abstained, citing a conflict of interest).*

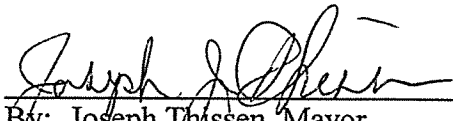
A memo, dated December 14, 2010, was received from the current Fire Chief Chad Forkrud. The memo informed the City Council of those persons who are willing candidates for appointment as fire department officers for 2011. *It was moved by Thein and seconded by Klaassen to appoint the following officers for 2011: Troy Sweep as Fire Chief, Shane Nord as Assistant Chief, and Kurt Haugen as Secretary/Treasurer. The motion passed unanimously.*

An "Application for Exempt Permit" for lawful gambling by the Hawk Creek Ducks Unlimited in its sponsorship of a raffle on January 22, 2011 at the Clara City Event Center was considered next. *It was moved by Mulder and seconded by Thein to indicate that the City has no objection to the application and is waiving any waiting period. The motion carried unanimously.*

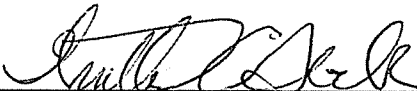
In support of the Council's previously discussed plan for the filling of the soon-to-be-declared vacancy on the City Council, *it was moved by Thein and seconded by Klaassen to establish Thursday, January 6, 2011, 6:30 p.m., as the date and time for a Special City Council Meeting during which the main item of business will be the selection of a citizen to fill the soon-to-be vacancy of one City Councilor. The motion passed unanimously.*

Hearing no further business, *it was moved by Thein and seconded by Feia that the meeting be adjourned. The motion was adopted unanimously and Mayor Thissen declared the meeting to be adjourned at 10:39 P.M.*

SIGNED BY:


By: Joseph Thissen, Mayor

ATTEST:


By: Windy Block, City Administrator

CITY OF CLARA CITY
CITY COUNCIL
SPECIAL MEETING

Monday, December 27, 2010
City Hall

This Special Meeting of the City Council of Clara City was called to order by Mayor Joseph Thissen on Monday, December 27, 2010 at 11:02 am in the Council Chambers of City Hall in Clara City, MN.

Members present: Joseph Thissen, Les Feia, Mike Thein, and Shirley Klaassen.

Members absent: Dwight Mulder (arrived at 11:08 a.m.).

Staff present: Windy Block (City Administrator) and Judy Gosseling (Deputy Clerk).

Also present: John White (Clara City Herald).

Upon a request for the approval of the agenda, *it was moved by Thein and seconded by Klaassen that the agenda to be approved as presented. The motion was passed unanimously.*

There were no "Meeting Minutes" to be considered.

Under the "Appearance of Interested Citizens" section of the agenda, no one appeared.

There were no items for consideration under the "Notices and Communications," the "Consent Agenda," the "Reports Sections," the "Public Hearings," or the "Unfinished Business" sections.

Under new business, staff was called upon regarding its request for the clarification of the policy concerning carry-over of "comp time" and "vacation time" in view of the extraordinary conditions of snow fall. Specifically, they cited the recent loss of a PWD employee and the extra work load brought on with the stormy winter weather.

Following discussion and commentary, *it was moved by Thein and seconded by Klaassen to allow the administrative staff to suspend the "use it or lose it" requirements of the "Overtime Policy" for 2010 carry-over situations, under the assumption that such time will be used up on a reasonable basis in 2011, and with the understanding that a further review of the carry-over of comp-time policy will be conducted in 2011. The motion carried unanimously.*

City Councilor Dwight Mulder arrived at 11:08 am.


The Council next considered the City Administrator's request for clarification of a 2011 Budget item—pay increases. Specifically, Block inquired as to whether or not the City Council had intended to grant a pay raise of up to 2% for all City employees except for part-time mowers, swimming pool staff, Care Center staff, and the City Administrator. He estimated that the cost of a 2% pay raise would be about \$6,500 excluding taxes and additional overtime/comp hours. Discussion centered on the overall public perception, the lack of pay increases at the Care Center, and the city's pending unionization activity. Following further discussion, *it was moved by Feia and seconded by Thein to clarify that the City Council does not intend to grant a pay increase to the aforementioned employees at this time. The motion carried unanimously.*

Staff reminded the Council that the filing period for those citizens interested in possible appointment to fill a likely soon-to-be vacated city council seat is Wednesday, January 5, 2011, at 4:30 p.m. Further, that the City Council would then be meeting in Special Session on Thursday, January 6, 2011, 6:30 p.m., to consider the finding of a vacancy and then to evaluate, interview, and select a qualified candidate to fill the anticipated vacated position.


The Mayor then noted that the first regularly scheduled meeting of the City Council of Clara City in 2011 would be on Tuesday, January 11, 2011, at 6:30 p.m.

Hearing no further business, *Mayor Thissen declared that the meeting be adjourned. The meeting was adjourned at 11:18 A.M.*

SIGNED BY:


By: Joseph Thissen, Mayor

ATTEST:


By: Winthro C. Block, City Administrator